

Board of Education Regular Meeting

October 19, 2020 6:30 PM

Moore Elementary School, 1061 Lewisburg Pike, Franklin, Tennessee 37064

- I. **MEETING CALLED TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **RECOGNITIONS/GOOD NEWS AWARDS**
- IV. **PUBLIC INPUT**
- V. **REPORTS/PRESENTATIONS/DISCUSSIONS**
 - V.1. Teaching & Learning Spotlight
 - V.2. Construction Report
 - V.3. 2020 NSBA CUBE Virtual Conference Report
- VI. **APPROVAL OF BOARD AGENDA**
- VII. **APPROVAL OF CONSENT AGENDA**
 - VII.1. Minutes of Board Meeting dated September 14, 2020
 - VII.2. Budget Amendments
- VIII. **BUSINESS BEFORE THE BOARD**
 - VIII.1. Policy Revision: Transfers Within the System (6.206) - *2nd Reading*
 - VIII.2. Policy Revision: Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation (6.304) - *2nd Reading*
 - VIII.3. Policy Revision: Student Concerns (6.305) - *2nd Reading*
 - VIII.4. Policy Revision: Suspension/Expulsion/Remand (6.316) - *2nd Reading*
 - VIII.5. Policy Revision: Student Disciplinary Hearing Authority (6.317) - *2nd Reading*
 - VIII.6. Policy Revision: Alternative Education (6.319) - *2nd Reading*
 - VIII.7. Policy Revision: Method of Election of Officers (1.200) - *1st Reading*
 - VIII.8. Policy Revision: Food Service Management (3.500) - *1st Reading*
 - VIII.9. Policy Revision: Background Investigations (5.1061) - *1st Reading*
 - VIII.10. Policy Revision: Withdrawals (6.207) - *1st Reading*
 - VIII.11. Policy Revision: Interrogations and Searches (6.303) - *1st Reading*

VIII.12. **Policy Revision: Alcohol and Drug Use (6.3071) - *1st Reading***

VIII.13. **Policy Revision: Dress Code (6.310) - *1st Reading***

IX. **DIRECTOR OF SCHOOLS REPORT**

X. **UPDATES**

X.1. **Teaching and Learning**

X.2. **Finance and Administration**

XI. **ANNOUNCEMENTS**

XII. **ADJOURNMENT**

Franklin Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 08/08/16
		Rescinds: 1.404	Issued: 09/14/98

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the Board
3 desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns
4 which have not advanced through the proper administrative procedure from the point of origin. If all steps of the
5 administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be
6 referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

7 APPEARING BEFORE THE BOARD

8 Individuals desiring to appear before the Board must submit a written request with descriptive materials to the
9 office of the director of schools six (6) days before the meeting. If the request is approved by the Executive
10 Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the
11 beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All
12 requests submitted will be included in the board packet.

13 If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided
14 before the beginning of the board meeting to request time to speak. Delegations must select only one individual
15 to speak on their behalf unless otherwise determined by the Board.

16 The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in
17 the public interest. A majority vote of members present can overrule the decision of the chair. Recognition of
18 individuals who are not citizens of the school system is to be determined by a majority vote of the Board.

19 Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual board
20 members or staff members only upon approval of the chair. Each person speaking shall state his name, address,
21 and subject of presentation. Remarks will be limited to three (3) minutes unless time is extended by the Board.
22 The chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere
23 to Board rules.¹ Members of the Board and the director may have the privilege of asking questions of any person
24 who addresses the Board.

25 Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office
26 of the director of schools.

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
- Agendas 1.403
- Complaints About School Personnel 5.502

FSSD Teaching and Learning

Excellence in Teaching and Learning for All



Date: October 1, 2020
To: David Snowden, Director of Schools
From: Mary Decker, Associate Director of Schools for Teaching and Learning
Subject: Summary of Teaching and Learning Activity for the October Board Meeting



Spotlight: Virtual Instruction



Instructional technology and its relationship to effective teaching and learning has long been a priority in the FSSD, but with the arrival of the COVID-19 pandemic, the need for high-quality virtual instruction and technological support took on new importance and urgency. Franklin Special educators have expertly risen to the challenge and have taken the opportunity to expand and refine new approaches and instructional strategies tailored to the individual needs of their students.

With all K-8 students 1:1 with a device (last year, only students in grades 5-8 were 1:1), Google Classroom as the hub for instructional resources and supports, and Zoom, Screencastify, and GoGuardian as the district-supported technological tools, virtual teachers teach new content and provide an educational program that is consistent with what in-person learners receive. Zoom is the

conferencing app through which class meetings (and some parent-teacher conferences) are held and instruction is provided (both in real time and recorded formats). Screencastify is a Chrome browser extension that allows teachers to record their screen and voice in order to explain, in depth, challenging concepts, summarize the day's learning objectives, demonstrate an idea, or give students audio or video feedback on their work. GoGuardian allows teachers to manage student device usage and monitor student activity on those devices with the goal of helping keep students on-task and away from inappropriate content.

The use of district-supported, high-quality instructional materials in every content area has also long been emphasized in FSSD and it has served us well as we navigate this uncharted educational landscape. District-supported resources are standards-aligned, rich, and rigorous, and they address all levels of student ability and proficiency. Further, these materials offer both digital and hard copy options to best meet the needs of every student and the various instructional strategies and approaches teachers employ.

Internet connectivity is a crucial piece of the virtual instruction landscape and the FSSD continues to build our capacity in this area. During the spring 2020 closure we determined via a parent/guardian survey that approximately 340 students (10%) were without home WiFi. School administrators communicated several options to parents to obtain internet access, including community centers and free WiFi temporarily provided by local cable companies. This school year we utilized Elementary and Secondary Emergency School Relief Fund (ESSER) dollars to purchase hot spots, and all family requests to use these hot spots have been granted.

Without a doubt it is a brave new world. But with the exemplary teamwork, dedication, and knowledge our educators and staff bring to bear each and every day, FSSD stands ready to meet the challenges and serve our students and families in an outstanding manner.

Instructional Technology – Josh Bracamontes

Alternative Growth Measure Pilot - ESGI

- Teachers within the FSSD selected the ESGI assessment platform as the required measure of student growth for voluntary pre-k and kindergarten classes. The Tennessee Department of Education (TDOE) provided the district with parameters for the assessment which stated both the math and English sections should consist of 50 questions and measure six standards. Growth is to be determined by the change in the total number of correct answers from the initial “point A” assessment to the final “point B” assessment. Select members of the Teaching and Learning team collaborated with designated kindergarten and voluntary pre-k teachers to review the parameters, conceptualize the differences between this test and the previous portfolio model, determine the standards which would be assessed, develop the questions to be used, and create a teacher guide for administering the test. Mr. Bracamontes, Dr. Decker, and Dr. Wiemers applied the questions to the creation of the assessment within the ESGI platform and communicated the process to all teachers, coaches, and administrators involved.
- The “point A” assessment windows have closed for both grade levels involved with this alternative growth measure and logistical considerations for administration of “point B” are being reviewed. The feedback from teachers has been positive with emphasis on the ease of administering this assessment virtually.

Elementary Virtual Teacher Collaboration

- Mr. Bracamontes, Dr. Decker, and Dr. Looney coordinated and conducted a collaboration session for the 23 virtual elementary teachers on September 11. During this engagement, teachers were celebrated for the tremendous successes they had manifested as they expertly educated students online during the beginning of the school year.
- Information about additional funding through grants was presented and feedback was sought regarding the expenditure of the grant.
- Practical strategies for engaging students online were the focal point for presentations during the first half of this day, while open collaboration between teachers dominated the second half. Teacher feedback from this event was positive as it built knowledge, skill, and community.

Virtual Teacher Observation Support for Administrators

Mr. Bracamontes engaged in a virtual professional learning opportunity presented by the Tennessee Organization of School Superintendents Associate Leadership Institute (TOSS-ALI) through a partnership with the National Institute for Excellence in Teaching (NIET) that focused on teacher observations in a virtual environment. Mr. Bracamontes has been using this information, along with training on Little SIS/Google Classroom and Zoom administrator controls, when meeting with school administrators to support their efforts to successfully evaluate teachers in a virtual environment. This timely, high-quality support is proactive and based on identified need.

Curriculum & Professional Learning – Summer Carlton

Quarter 1 Lunch & Learn/Discuss & Design Meetings

Mrs. Carlton and Dr. Decker met with committees at each campus for the Quarter 1 Lunch & Learn/Discuss & Design meetings. Principals selected members of their committee to represent all grade levels, core content areas, related arts, special populations, counselors, and paraprofessionals. Dr. Decker and Mrs. Carlton received valuable feedback from each committee that will guide the support of campus needs and the planning of professional learning throughout the fall semester and our January 4 district professional learning day.

5-8 Virtual Teacher/Support Staff Collaboration Time

Dr. Cook, Mrs. Whitley, Dr. Looney, and Mrs. Carlton facilitated a virtual collaboration meeting for the 5-8 virtual teachers and support staff on September 24. This Zoom meeting provided time for virtual staff to collaborate and share ideas, celebrate successes, and problem-solve challenges with virtual teaching and student support. Topics covered included virtual attendance, providing intervention, and various technology resource strategies. Video clips of effective digital instruction were provided with discussion following. The session ended with a roundtable discussion over the structure of virtual lessons, organization of Google Classroom, successful utilization of Zoom breakout rooms, and strategies to increase student engagement among our virtual learners.

Instructional Technology – Cindy Cook

District-Level Support of Virtual Learning

On September 24, Dr. Cook, Dr. Looney, Summer Carlton, and Amber Whitley co-facilitated a virtual learning collaboration session for grades 5-8 educators. Teachers and paraprofessionals participated in the session via Zoom. Topics of discussion included successes and challenges experienced with virtual instruction and technology resources. Participants used the latter part of the session to share effective strategies for engaging students and methods for providing appropriate support to virtual students. A follow-up survey was conducted to collect information about the session and provide feedback for future sessions.

School and Teacher Support

- Dr. Cook partnered with a middle school building-level instructional technology leader to provide professional learning for paraprofessionals with a focus on accessing and navigating Google Drive and Classroom, Clever, and district resources. Additionally, all participants reviewed resources in the school's shared Google Drive.
- Virtual learning has continued to be a primary area of support with all schools. In addition to co-teaching to support the use of district and instructional technology resources this month, Dr. Cook has worked with teachers at a middle school using school iPads to monitor virtual and in-person students in the GoGuardian platform. The GoGuardian software platform assists teachers with managing devices and resources by providing access to and navigation of resources being used in the classroom and/or Zoom sessions. The use of iPads as an additional device for virtual teachers has been helpful and successful in monitoring student instruction during classes.
- Throughout September and October Dr. Cook has spent time meeting in person with parents and students experiencing technology obstacles with virtual learning as well as with Chromebook issues. During these meetings, the virtual students were provided with instruction and support in navigating through Zoom meetings, Google Classroom, instructional technology resources, and district resource assignments. Troubleshooting tips and support were provided to students experiencing interruption and/or challenges during Zoom meetings and accessing assignments given during virtual sessions. Collaboration and follow-up meetings with teachers and administrators have taken place to communicate effective methods for solving problems students may encounter in the virtual environment.
- Dr. Cook participated in several McGraw-Hill StudySync (newly adopted ELA resource) webinars with vendor implementation specialists and ELA 7th and 8th grade teachers and coaches. These webinars have been extremely helpful as teachers utilize the many digital resources available in the online textbook to support differentiated learning needs for students. Additionally, vendors have provided helpful information for teachers to analyze benchmark data and reports to provide appropriate instruction and support for students.

Communications – Susannah Gentry

- Susannah's recent work has focused on the planning for the Legacy Gallery, along with a team who is developing content and design.
- Susannah is also planning with Student Support Supervisor Dr. Lee Kirkpatrick for efforts with the United Way to offer wellness opportunities for FSSD staff members.
- Work continues with the new FSSD website, including scheduling and planning for new photos and content migration. Along with members of the Teaching and Learning Team, Susannah is planning for comprehensive compliance with all federal notification requirements.
- As a member of the FSSD COVID-19 Response Team, Susannah has been busy responding to schools in the midst of contact tracing and notification of families whose children have been identified as possible close contacts. The COVID-19 Response Team meets weekly to remain current on Health Department requests and district needs.
- Susannah is preparing two upcoming awareness efforts. One will encourage parents who qualify to reapply for free and reduced meals, and the other involves a promotional campaign for the release of Parent Portal Lite, an app that parents can use to track their child's FSSD bus.

Attendance – Celby Glass

Attendance Tracking

- Via Zoom meetings, Celby continues to train teachers and administrators on attendance tracking for virtual and remote learners. Celby has also made herself available to teachers and administrators to answer any questions related to attendance tracking for remote or virtual learners.
- Celby created an Excel spread sheet for the 2020-2021 school year in order to track truancy meetings and to document the truancy petitions that must be filed. In certain instances, it has been challenging to identify barriers for students that are marked absent for virtual and remote learning. It can be difficult to reach parents and assess the barriers to remote and virtual attendance. However, we are learning through this process and are making every effort to ensure that high-quality instruction is provided to all students.

Student Support Services – Lee Kirkpatrick

School Counselors

The counselors attended the Tennessee School Counselor and Administrator Institute September 13 -15 in Murfreesboro. The theme of the conference was *Inspire, Empower and Embrace*. Additional themes were diversity and equity, trauma-informed school practices, combating chronic absenteeism, implementation of the American School Counselors Association Model, 4th Edition, and developing school counseling goals aligned with school and district improvement plans. The school counselors always gain valuable insight and professional learning from this annual opportunity to collaborate with colleagues from across the state of Tennessee. Congratulations to Bruce Coberly, MES School Counselor, and Heather Eskridge, LES School Counselor, who both presented at the conference!

Social Workers

Amanda Fisher and Marlene Vergara shared an extensive resource update with school counselors, parent liaisons, student support facilitators and Mercy Community Healthcare in-school therapists during the September 21 PLC meeting. Our social workers are working diligently to remove significant barriers to student success and are changing life trajectories in the process. Mercy Community Healthcare announced the hiring of Meredith Starling, In-School Therapist; she began her orientation with Mercy on October 5. We welcome Ms. Starling and look forward to the expert counseling skills she will provide.

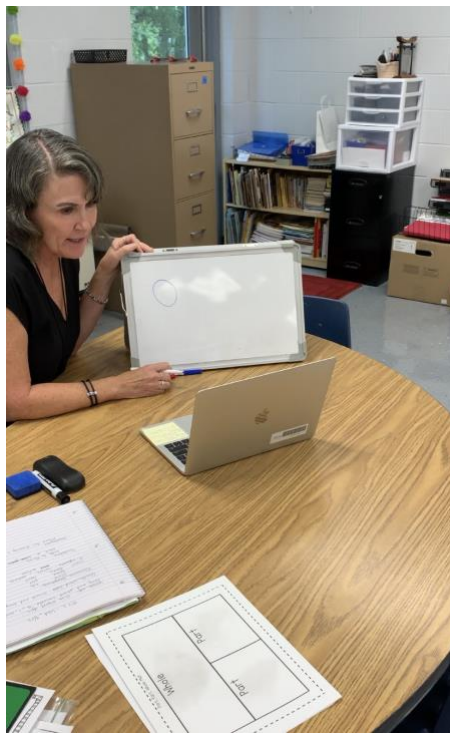
Voluntary Pre-K (VPK), Special Education Preschool and Pre-K Social Workers

The Early Childhood Education PLC meets together twice a month to collaborate around the use of the common curriculum, *Teaching Strategies: The Creative Curriculum*. Instructional planning and evaluation of student work represent the most common activities taking place during PLC meetings. The VPK Team was recently focused on the pilot 35% TEAM Alternate Growth Measure assessment, and developing and implementing a pre-assessment that was administered to students in the last month. A familiar assessment platform, ESGI, is used by both the voluntary pre-k and kindergarten teams for the first time during the 2020-2021 school year to measure student growth as part of the evaluation process. This assessment replaced the Student Growth Portfolio which was used for the previous three years to measure student growth.

Williamson Inc. – Please find attached information about an upcoming Williamson Inc. signature event, *Williamson Update*. The event will be held on October 20 from 9:00-11:00 AM at the Field at Franklin or virtually. See more about this event that will include Dr. Snowden's State of the Schools address. <https://www.williamsonchamber.com/>

Reading & Rtl Coordinator – Gina Looney
Reading Update

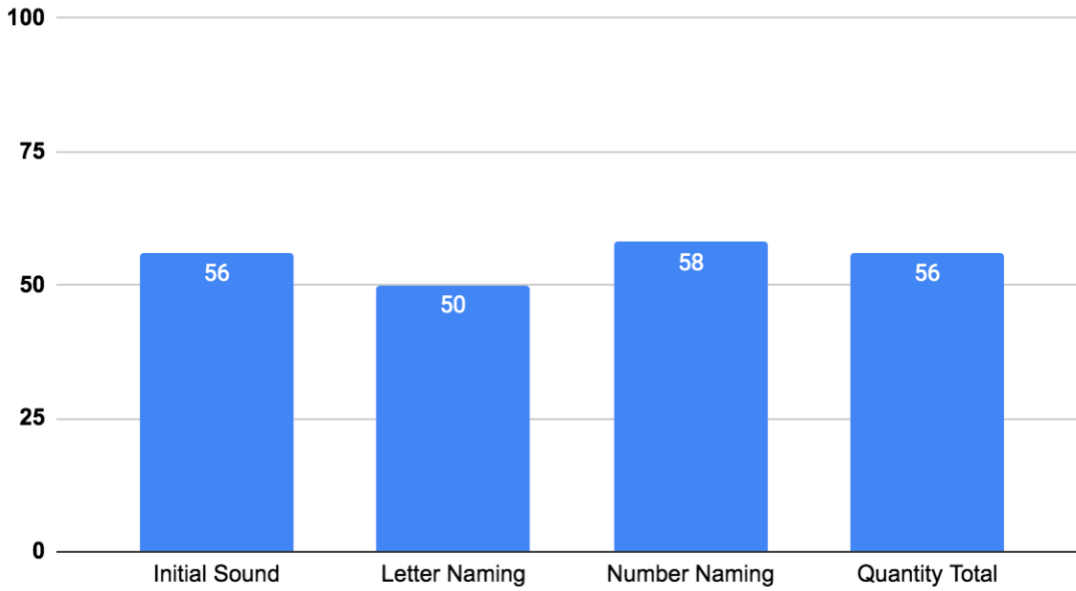
- Teachers are digging into the new reading programs and working very hard. Many teachers have requested additional support which has been provided during PLC times. Other needs expressed by teachers were addressed on October 2.
- ELA teachers and coaches at FIS, PGMS, and FMS are collaborating more closely than ever. It is not uncommon to find them on a Zoom session together planning instruction.
- The virtual teaching arena has created quite a challenge, but our amazing teachers are undaunted by this opportunity to meet student needs.



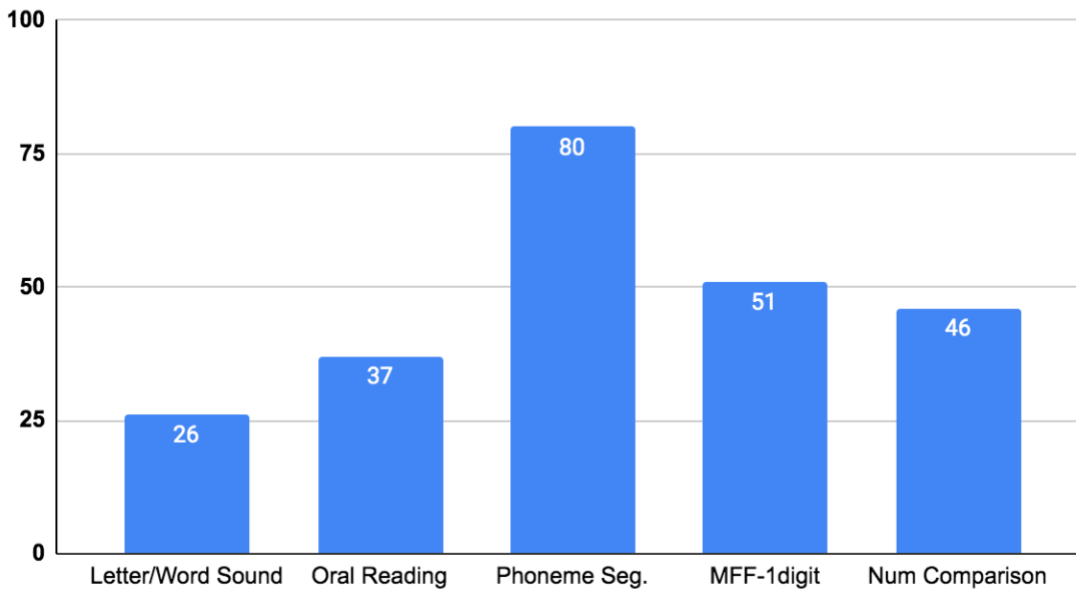
RTI Update

The universal screening is complete for fall 2020. The results of those assessments are located in this report.

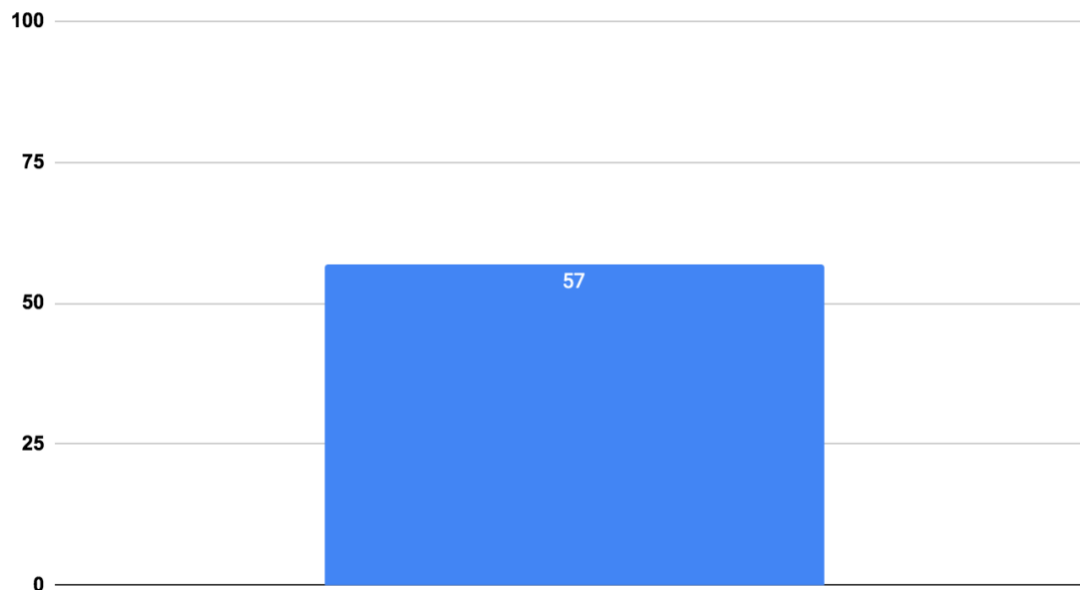
District KG Aimsweb Fall 2020



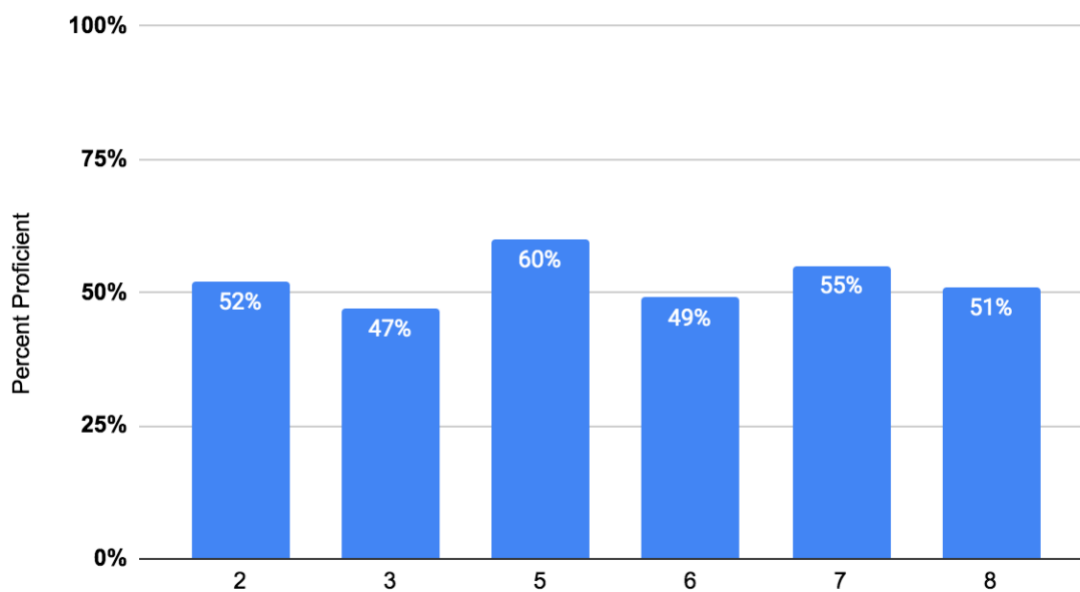
District First Grade Aimsweb Fall 2020



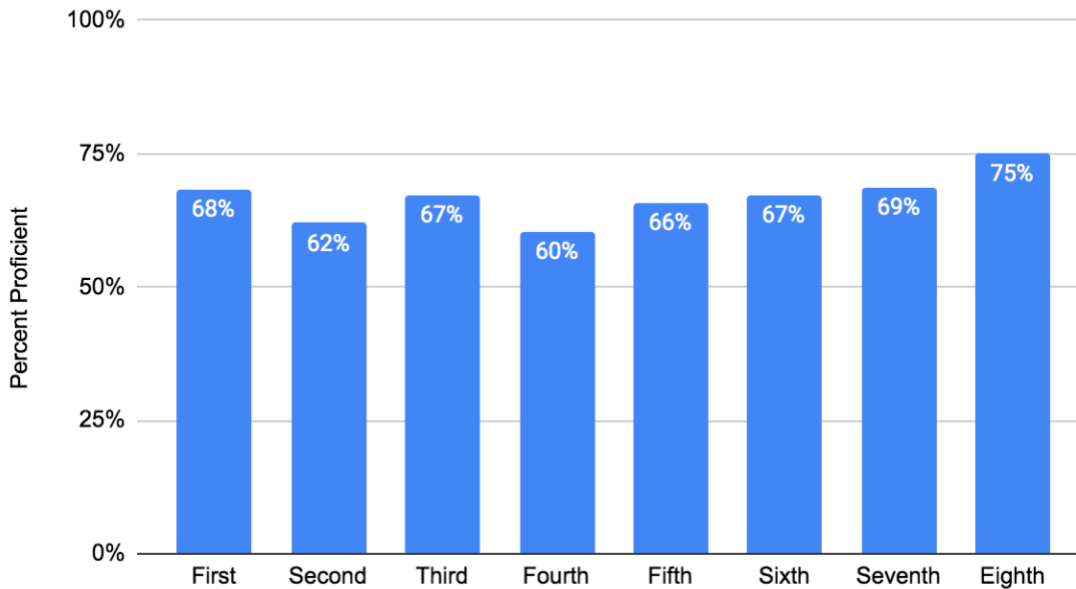
District Second Grade Aimsweb Oral Reading Fall 2020



STAR Reading District Percent Proficient Fall 2020



iReady Math District Percent Proficient Fall 2020



Special Populations –Cheryl Robey

Middle TN Supervisors of Special Education Study Council

On September 10 and September 24, 2020, the Middle TN Special Education Supervisors Study Council met for continued collaboration and discussion around the impact of the pandemic and rendering services for students with disabilities. Crystal McCarver, Senior Director of Regional Engagement, and Anika Chambers, Director of MTSS and Instructional Programming and Academic Interventionist, joined us to provide updates from TDOE, monitoring and APR Indicators.

Special Education Newsletter –

The September FSSD Special Education newsletter may be accessed at the following link:

<https://www.smores.com/qcxrs>

Special Education District-Wide Professional Learning Community

Our second district wide PLC meeting was held on September 22, 2020. The team discussed the overall well-being of the special education staff as they are continuing virtual learning, in-person learning, IEP meetings, Contingency Plan meetings and addressing the individual needs of our students with disabilities. We also had discussion around identifying specific special education programs and interventions for students with disabilities.

COVID-19 District & School Based Support

- Sharing of guidance documents, updates and resources for students with disabilities with special education teachers, site-based administrators and district personnel.
- Participation in Zoom meetings, face to face meetings (*while using social distancing*), and phone conferences to discuss parent and teacher concerns and appropriate plans, services and communication to support students with disabilities.
- Providing assistance at school sites as needed.

Instructional Technology – Amber Whitley

Teacher Support

- At the beginning of September, Cindy Cook, Josh, Bracamontes, and Amber Whitley met with speech and language pathologists (SLPs) to review Google Classroom and GoGuardian. During this session, the SLPs learned how to create and distribute differentiated assignments for the students they serve. They found GoGuardian most helpful because it allows them to see what is on a student's computer and also offers them the opportunity to push a website directly to a student's device which saves the student time navigating to various resources.
- With the 2020-21 Lunch and Learn/Discuss and Design meetings beginning, Amber was utilized to provide follow-up training for teachers and administrators on various district resources. She met with middle school ELA teachers to review the video editing features available in Screencastify as well as how to utilize Kami to edit PDF files. These two resources are being used with all students this school year to help meet the needs of students whether they are at home learning virtually or at school.
- A middle school teacher used the iPhones from the Google Expeditions set to provide an augmented reality learning experience for her students. Pupils compared and contrasted the different planets and their moons. The devices were thoroughly cleaned after use in preparation for the next time they will be used.
- Teachers in 5th-8th grade utilized Skyward's conferencing feature to set up parent-teacher conferences in September. This feature streamlined the conference sign-up process and made it consistent across grade levels and schools. Amber worked alongside administrators to provide instructions and video tutorials on how to create conference time slots, how parents access these options, and how teachers would host the conference via Zoom in order to follow social distancing protocols. In addition to these support resources, Amber worked one-on-one with teachers who requested additional support.

Student Support:

- While many students are able to navigate online learning with few issues, some have needed additional support from the Instructional Technology Department. Amber has provided support to students and parents in the use of Google Classroom.
- The majority of students successfully completed their district universal screeners during the fall screening windows. Coaches reached out to Amber when a few students were lagging to finish. Amber worked alongside each student to ensure s/he completed the screener using Zoom to make sure they got logged into the platforms and GoGuardian to monitor their progress, which helped keep them focused on the task at hand.

Student Performance & Federal Programs –Pax Wiemers

Student Performance

- The state department of education has informed districts to prepare for state testing in the spring, but they have indicated that accountability will be determined by the state legislature. The TCAP test will be in a paper/pencil format this year. Social studies will still be paused in grades 3-5, and science will be an operational, standards-setting test.
- In the past month, Pax attended several virtual training sessions with the state. There was a District Testing Coordinators session on September 3, and there was a two-day assessment training on September 22 and 23. Topics of these training sessions included the following: testing updates, test security, accommodations and accessibility, using the Pearson site, the Schoolnet testing platform, and more.

- Dr. Decker, Josh Bracamontes, and Pax have been collecting feedback and providing support for teachers that used the Alternative Growth Model ESGI assessments for pre-k and kindergarten in ELA and math. These assessments were administered in early September and will be administered again at the end of the year. The growth results of teachers' students on the ESGI will be used for these teachers' 35% measure in calculating their overall LOE (level of effectiveness) score. The results for the first assessment are being formulated and organized for teachers.
- The first Administrative Honors Committee meeting occurred on September 16. This committee includes administrators from FIS, FMS, and PGMS, as well as district supervisors. During this meeting, the committee discussed several topics: virtual Honors classes, beginning of the year positives and challenges with scheduling Honors classes, academic probation, the digital parent commitment forms, collecting data on race/ethnicity distributions in Honors classes, and options for spring parent meetings. At the next meeting in November, the committee will make the decision on how to proceed with entrance testing for Honors classes for next school year, as there will not be any TCAP scores from this past year to use in this regard.
- Pax has worked with the Accelerated Learning Specialists across the district to finalize the list of students in grades four-seven who are eligible for the Duke Talent Identification Program (TIP). For several years, the district has sent information to families of eligible students concerning the enrichment courses and opportunities that are available through the optional Duke TIP. Currently, the program is paused and will not be providing letters to school districts. Once the online program is reopened, Pax will send emails with the Duke TIP information to families.

Federal Programs

- Pax worked with school administrators on their School Improvement Plan (SIP), which was due in the state's InformTN site by September 30. This process included analyzing and determining needs based on data, developing goals based on these needs, creating strategies and action steps to target the goals, and providing information about ongoing school practices. A district committee will review each school's SIP in October and will provide feedback and suggestions. Each school's SIP must be finalized and approved by the district by the beginning of November.
- The district's final version of the annual consolidated application, which includes budgets for all federal funding, is nearly complete. Carryover funds from the last fiscal year were rolled into the state's ePlan system for different federal funds. Dr. Robey, Dr. Kirkpatrick, and Pax each had extra funds for which to account in budgets for Title I, IDEA (special education), and Title III (English-language learners). Each Title I school in the district received extra funds due to carryover from last year, and each school had to submit an updated budget to Pax, in order to properly allocate the funds in the consolidated budget.
- Pax, Dr. Boan, and Faith Maxwell have been working to finalize the list of students that qualify as *homeless* under the McKinney-Vento Act. These students have been identified as not having fixed, regular, or adequate housing. Support for these pupils includes Title I support in school, provision for MAC fees, and possible fees for reimbursement of transportation for the

student. Pax met with the district's school counselors/social workers PLC on September 21 to discuss this process, as well as to share about the formation of school-level McKinney-Vento committees to discuss and support the ongoing educational and physical needs of homeless students.

- In September, Pax submitted the application for the LEA Reopening and Programmatic Support Grant. This application was approved with no revisions necessary, which granted the district with \$60,000 to help support the implementation of our Continuous Learning Plan (CLP). These funds are being used to purchase educational technology to support all teachers, as well as to provide supplies and materials for virtual teachers. In September, Pax also submitted a revised application for the Remote Learning Technology Grant, which provides partial reimbursement for devices purchased by school districts. The updated application included devices purchased for grades K-2. The grant application was approved, and the district was awarded \$137,000.



Maintenance & Landscaping Department
750 New Hwy 96 West Franklin, TN 37064
Chip Sternenberg, Facilities Supervisor
Phone # (615) 790-4707

Bond Fund/Capital Projects Report Status Update - October, 2020

1. PGS Gymnasium and District PAC:
 - a. VE (Value Engineering) is in process and will continue throughout the project.
 - b. Site work is underway.
 - c. Unsuitable soil was discovered at the Gym site (old construction waste). The extent is being evaluated; an allowance was set aside during pricing to account for this possibility.
 - d. Permits:
 - i. City of Franklin Planning Commission - Approved
 - ii. City of Franklin Building Permit - Approved
 - iii. State Fire Marshall – Approved

2. LES Renovation:
 - a. Contract with Romach is complete.
 - b. Fencing is in place and the Romach job trailer was delivered Oct 14th. Romach is on site and have begun work.
 - c. Front office is temporarily relocated to the previous pre-K classrooms.

3. Parks and Recreation Master Plan: The bids came in significantly over budget.
 - a. We have had several meetings with representatives from the City of Franklin and have reevaluated the project significantly to bring costs more in line with our original budget.
 - b. Next steps are to submit changes to Lose Design for redesign prior to bidding the project again.

4. Central Office Complex program is being reviewed and will be an agenda item for the Board Retreat.



Franklin Special School District

SINCE 1906

David L. Snowden, Ph.D., Director of Schools • 507 New Highway 96 West • Franklin, TN 37064 • 615-794-6624 • 615-790-4716 (fax) • www.fssd.org

TO: Members of the Franklin Special School District Board of Education and Local News Media
FROM: David L. Snowden, Ph.D., Director of Schools
DATE: October 14, 2020
RE: Agenda for the Franklin Special School District Board of Education meeting to be held on Monday, October 19, 2020 at 6:30 p.m., at Moore Elementary School, 1061 Lewisburg Pike, Franklin, TN

The link for live streaming of the October School Board Meeting will be posted at <https://fssd.org/board-members/board-meetings/> prior to the meeting.

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|-------|---|-----------|
| I. | <u>MEETING CALLED TO ORDER</u> | 6:30 p.m. |
| II. | <u>PLEDGE OF ALLEGIANCE</u> | 6:32 p.m. |
| III. | <u>RECOGNITIONS/GOOD NEWS AWARDS</u> | 6:35 p.m. |
| IV. | <u>PUBLIC INPUT</u> <i>Please limit comments to three (3) minutes per speaker</i> | 6:45 p.m. |
| V. | <u>REPORTS/PRESENTATIONS/DISCUSSIONS</u> | 6:55 p.m. |
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| | 2. Construction Report | |
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| VI. | <u>APPROVAL OF BOARD AGENDA</u> | 7:10 p.m. |
| VII. | <u>APPROVAL OF CONSENT AGENDA</u> | 7:15 p.m. |
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| | 2. Budget Amendments | |
| VIII. | <u>BUSINESS BEFORE THE BOARD</u> | 7:20 p.m. |
| | Consideration of: | |
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| | 10. Policy Revision: Withdrawals (6.207) – 1 st Reading | |
| | 11. Policy Revision: Interrogations and Searches (6.303) – 1 st Reading | |
| | 12. Policy Revision: Alcohol and Drug Use (6.3071) – 1 st Reading | |
| | 13. Policy Revision: Dress Code (6.310) – 1 st Reading | |
| IX. | <u>DIRECTOR OF SCHOOLS REPORT</u> | 8:00 p.m. |
| X. | <u>UPDATES</u> | 8:10 p.m. |
| | 1. Teaching and Learning | |
| | 2. Finance and Administration | |
| XI. | <u>ANNOUNCEMENTS</u> | 8:15 p.m. |
| XIIP. | <u>ADJOURNMENT</u> | 8:20 p.m. |

All Franklin Special School District meetings are open to the public.

Excellence in Teaching and Learning for All

The Franklin Special School District is an equal opportunity employer

September 14, 2020
Franklin, Tennessee

The Franklin Special School District Board of Education met at 6:30 p.m. on Monday, September 14, 2020 at Franklin Elementary School, 1501 Figuers Drive, Franklin, with the following members present:

Alicia Barker
Robert Blair
Robin Newman
Tim Stillings
Kevin Townsel
Joining by phone: Allena Bell

Others present were: Dr. David Snowden, Dr. Mary Decker, Dr. David Esslinger, Mark Anderson, Drew Bingham, Leslie Duke, Celby Glass, Dr. Cindy Cook, Amanda Whitley, Josh Bracamontes, Lisa Chatman, Dr. Gina Looney, Amy Fisher and other staff, principals, teachers, FSSDEA, community members and parents.

A recording of the September 14, 2020 Board Meeting may be found at <https://www.youtube.com/watch?v=VqW7m623dhA>.

I. MEETING CALLED TO ORDER

Before calling the meeting to order, Chair Stillings read a statement regarding a recent online reposting in which he recounted the sequence of events involved and attempts at amending the damage caused within the district and community, having apologized publicly and privately.

The meeting was called to order at 6:37. Following COVID-19 safety precautions, it was announced that all attendees were screened as they entered the building, seats placed physically distanced, and masks may be removed for speaking or if properly distanced, otherwise masks should be worn if possible. A moment of silence was requested for students, faculty, parents and community.

Vice Chair Blair recognized Mrs. Bell would be joining the meeting by phone, having been recognized, and by State of Tennessee Executive Order No. 60 would have full voting privileges and the meeting would be conducted as usual. *Note:* The Governor's Order No. 60 extends remote meetings due to COVID-19 and allows members of a governing body to participate in a meeting of the governing body where some may participate in the same physical location while other members participate in the meeting electronically, so long as the governing body complies with all the conditions and requirements with respect to that meeting.

II. PLEDGE OF ALLEGIANCE

FES Principal Mrs. Anne Riley welcomed those in attendance and led the Pledge of Allegiance.

III. OATH OF OFFICE

Tennessee Supreme Court Chief Justice Jeff Bivins gave the Oath of Office to re-elected Board members Robert Blair, Alicia Barker and Kevin Townsel. Oaths were signed. Certificates of Election will be forthcoming from the Election Commission when they are signed by their Board. Congratulations to Mr. Blair, Dr. Barker and Mr. Townsel!

IV. 2020-21 ELECTION OF BOARD OFFICERS

Board Policy 1.200 establishes September as the date the Board organizes through the election of a Chairman, Vice-Chairman, Secretary and Treasurer. As Director of Schools, Dr. Snowden opened the floor for nomination of the 2020-21 Board.

Robin Newman nominated a **slate of officers for 2020-21** as follows:

Chairman: Robert Blair
Vice Chair: Alicia Barker
Treasurer: Allena Bell
Secretary: Kevin Townsel

Dr. Snowden asked for other nominations and hearing none called for the vote.

The slate of officers nominated was elected unanimously by roll call vote, 6 ayes and 0 naves.

V. RECOGNITION/GOOD NEWS AWARDS

Good News Awards: Highlighted were (on file): Database Manager Mr. Drew Bingham and Instructional Technology Dr. Cindy Cook, who both passed the exam to earn their Certified Education Technology Leader (CETL) certification. The CETL® program, sponsored by the Consortium for School Networking (CoSN), is the only practice-based certification program available to education technology leaders that bridges technical knowledge, understanding of the educational environment, leadership and vision, and the management of technology and support resources needed to integrate technology across the curriculum to advance student outcomes. Also recognized was **Amanda Parks** for writing and securing a 3-year, \$240,693 Lottery for Education Afterschool Programs (LEAPs) grant with funding 1) to provide over 60 FSSD families attending FES, PGES, PGMS and LES to access the MAC program on a sliding scale with scholarships, 2) to support academic tutoring in math and reading and homework assistance, and 3) to provide funding for several new enrichment classes including LEGO Education Robotics, STEM hands on science and technology classes, and Frisbee Golf.

VI. PUBLIC INPUT

- Betsy Vernon, 233 Sontag Drive, Franklin – Spoke against actions which promote systematic bias, injustice and hatred based on race, gender, sex, religion and ability, and in support of an updated policy on Anti-Racism and Discrimination, as well as all behavioral policies for FSSD.
- Dustin Koctar, 712 Heritage Court, Franklin – Franklin Justice & Equity Coalition Board Member and FSSD parent - Spoke for the Board to hold accountable racism and in support to remove or have voluntary removal of Mr. Stillings from the Board based on his actions.
- Walter Simmons, 20 Prescott Drive, Franklin – Pastor of Franklin Community Church and Franklin Justice & Equity Coalition Board Member - As an African American community leader spoke in support of Board leadership in removal of Mr. Stillings due to two occasions of online racism.
- Dr. Christopher Boles, 1051 Huntsman Circle – Parent and local Chiropractor – Spoke against the wearing of masks for students and for promoting a healthy immune system, interest in sponsoring a quality water machine at MES for this cause.
- Brant Bousquet, 1094 Battlefield Drive, Franklin – Grandfather, past Hard Bargain Executive Director, Rotary Club member - Spoke upholding Rotarian Four-Way Test of making decisions: is it the truth, is it fair to all concerned, will it bring goodwill and better friendships, will it be beneficial to all, as well as against actions of Mr. Stillings. He also called for the Board to consider term limits of service on the Board.

VI. REPORTS / PRESENTATIONS / DISCUSSIONS

1. **Teaching and Learning Spotlight**, The Continuous Learning Plan (CLP)"– Presented by Dr. Mary Decker, Associate Director (on file),
2. **Construction Report** – Presented by Dr. David Esslinger, Associate Director (on file).
3. **2020-21 Community Pre-K Advisory Council Board Representative** – Mr. Townsel will be serve as the Board representative.
4. **2020-21 TSBA Legislative Liaison** – Mrs. Newman will serve in this capacity.
5. **2020 TSBA Convention Delegates** – Mrs. Bell, Dr. Barker and Mr. Townsel will serve as the delegates at this year's TSBA Convention.

VII. APPROVAL OF BOARD AGENDA

Kevin Townsel made a **motion** to approve the board agenda as presented. Alicia Barker **seconded** the motion, which **carried 6-0**.

VIII. APPROVAL OF CONSENT AGENDA

Allena Bell made a **motion** to approve the consent agenda as presented. Robin Newman

seconded the motion, which **carried 6-0**.

The items on the Consent Agenda are as follows:

1. **Minutes of Board Meeting dated August 10, 2020**
2. **Minutes of Special Called Meeting dated September 10, 2020**
3. **Student Disciplinary Hearing Authority Appointment** – Dr. JP Orman, Mrs. Tosha Robinson-Baugh and Dr. Joel Hoag have been selected for Board approval to serve on this panel.
4. **Budget Amendments**

IX. BUSINESS BEFORE THE BOARD

Consideration of:

1. **Bond Refunding Resolution** - A resolution is the next step in the process for the advance refunding of all or a portion of the aggregate principal amount not to exceed fourteen million eight hundred sixty thousand dollars (\$14,860,000,~~000~~) of the Series 2014 Bonds and the Series 2016 Bonds dated September 4, 2014 and May 18, 2016, respectively. The purpose of the possible refunding is for the monetary savings. The present value savings is estimated to be between \$700,000 and \$800,000. Also, if the market changes significantly prior to the actual refunding, the district does not have to complete the transaction. Mr. Whit Moloney, Sr. VP of Piper Sandler will be in attendance to answer any questions related to the resolution and the process. The administration recommended approval of the resolution.

Kevin Townsel made a **motion** to approve the Bond Refunding Resolution for the advance refunding of all or a portion of the aggregate principal amount not to exceed fourteen million eight hundred sixty thousand dollars (\$14,860,000,~~000~~) of the Series 2014 Bonds and the Series 2016 Bonds dated September 4, 2014 and May 18, 2016, respectively, for the issuance of approximately \$14,860,000 Limited Tax School Improvement Refunding Bonds, Series 2020. Alicia Barker **seconded** the motion, which **passed unanimously by roll call vote, 6 ayes and 0 nays**.

2. **Annual Contract to Audit Accounts** - Matlock Clements, P.C. has provided the contracts to conduct financial audits of the FSSD for the period July 1, 2020 through June 30, 2021 at a fixed auditor fee of \$28,500. The fee is the same amount that has been in our contracts for the past eight years. There are two contracts, one for the district accounts and one for the individual school activity funds. The administration recommended approval.

Robin Newman made a **motion** to approve the contracts to conduct financial audits of the FSSD by Matlock Clements, P.C., for the period July 1, 2020 through June 30, 2021 as presented, with a fixed auditor fee of \$28,500. Kevin Townsel **seconded** the motion, which **passed unanimously by roll call vote, 6 ayes and 0 nays**.

3. **Resolution in Support of BEP Hold Harmless Legislation for the 2021-22 School Year** – Since the Basic Education Program funding is based on the previous year (funding for this year is based on the 2019-20 average daily attendance), presented for your approval and signatures is a resolution for public school districts to be held harmless for the decrease in student populations for the 2020-21 year due to COVID-19, which will affect the 2021-2022 school year. The administration recommended approval.

Robert Blair made a **motion** to approve the Resolution in Support of BEP Hold Harmless Legislation for the 2021-22 School Year. The Resolution was signed by each member of the Board. Robin Newman **seconded** the motion, which **passed 6-0**.

4. **Policy Revision: Transfers Within the System (6.206) – 1st Reading** - This revision request is to update the policy to current procedure and clarify language. The administration recommended approval.

Robin Newman made a **motion** to approve 1st Reading of the revisions for the policy **Transfers Within the System (6.206)** as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

5. **New Policy: Title IX & Sexual Harassment (6.3041) – 1st Reading** - The U.S. Department of Education has recently released updated Title IX regulations, effective as of August 14th, that require school districts to respond to allegations of sexual harassment in very specific ways. TSBA has reviewed these regulations and created a new model policy to align with the updated requirements. Per TSBA, because the new regulations go into more detail about what is required of school districts when they respond to claims of sexual harassment, TSBA has created a stand-alone model policy to align with those requirements. Fully complying with the new regulations will require a combination of reviewing and updating current policies and procedures, training staff, and ensuring that appropriate notification of these changes are publicized to the community. The administration recommended approval.

Allena Bell made a **motion** to approve 1st Reading of the new policy **Title IX & Sexual Harassment (6.3041)** as presented and to waive the 2nd Reading. Robert Blair **seconded** the motion, which **passed 6-0**.

6. **Policy Revision: Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation (6.304) – 1st Reading** - This policy revision updates language for clarity. It is a recommended update from TSBA, of note to highlight the differences between this and the Title IX & Sexual Harassment policy. The administration recommended approval.

Robert Blair made a **motion** to approve 1st Reading of the revisions for the policy **Student Discrimination, Harassment, Bullying, Cyber-Bullying and Intimidation (6.304)** as presented. Robin Newman **seconded** the motion, which **passed 6-0**.

7. **Policy Revision: Student Concerns (6.305) – 1st Reading** - As part of our policy subscription with TSBA, this policy was reviewed in conjunction with the creation of the Title IX policy for 1st Reading at this month's meeting. The revision is suggested by the TSBA Policy Department to avoid creating conflicts with other policies in this section, becoming more condensed and focused on responding to general student complaints rather than creating a formal grievance process. The title also changes with this revision request. A standard form for filing a concern with the school will be available in our district procedures manual, which is currently in process for district use. The administration recommended approval.

Kevin Townsel made a **motion** to approve 1st Reading of the revisions for the policy **Student Concerns (6.305)** as presented. Allena Bell **seconded** the motion, which **passed 6-0**.

8. **Policy Revision: Zero Tolerance Offenses (6.309) – 1st Reading** - This revision request is part of the updates with the group of student discipline policies which include 6.316, 6.317 and 6.319. This policy has been reviewed and rewritten by TSBA to streamline the language and to ensure there are no conflicts with the update in law. Legal and cross references have also been updated. The administration recommended approval.

Kevin Townsel made a **motion** to approve 1st Reading of the revisions for the policy **Zero Tolerance Offenses (6.309)** as presented and waive the second reading Alicia Barker **seconded** the motion, which **passed 6-0**.

9. **Policy Revision: Suspension/Expulsion/Remand (6.316) – 1st Reading** - With recent review of student discipline policies by TSBA, this policy is being presented adding additional language for suspension longer than five and longer than ten days, as well as reference updates to current law. Procedures in this policy will be available in our district procedures manual, which is currently in process for district use. The administration recommended approval.

Robin Newman made a **motion** to approve 1st Reading of the revisions for the policy **Suspension/Expulsion/Remand (6.316)** as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

10. **Policy Revision: Student Disciplinary Hearing Authority (6.317) – 1st Reading** - This revision request is part of the updates with the group of student discipline policies which include 6.309, 6.316 and 6.319. This policy has been reviewed and streamlined by TSBA to ensure there are no conflicts with the update in law, along with updating references. The administration recommended approval.

Robert Blair made a **motion** to approve 1st Reading of the revisions for the policy **Student Disciplinary Hearing Authority (6.317)** as presented. Allena Bell **seconded** the motion, which **passed 6-0**.

11. **Policy Revision: Alternative Education (6.319) – 1st Reading** - TSBA recommends revision of our current policy based on the recent passage of the General Assembly’s Public Chapter 603 “which clarifies that students who commit zero tolerance offenses are not required to be placed in alternative schools or programs. Additionally, the State Board recently approved a regulation clarifying the differences between alternative schools and programs as well as the reasons that may justify removing a student from an alternative school or program.” This policy also changes its name from “Alternative School Programs” to “Alternative Education” to align with the updates. The administration recommended approval.

Robin Newman made a **motion** to approve 1st Reading of the revisions for the policy **Alternative Education (6.319)** as presented. Alicia Barker **seconded** the motion, which **passed 6-0**.

VII. DIRECTOR OF SCHOOLS REPORT

- **Grades 3-8 Students Returned to In-Person Learning on August 24th** - The return for students in grades 3-8 has been very successful thanks to the great work accomplished by our faculty/staff and our administrators. There were a lot of hours spent in planning and preparation prior to the full return and it all paid huge dividends. As we previously stated, we knew there would be COVID cases and everyone has followed the plans and protocols when there have been cases. Our local health department has been a great partner, as they determined what individuals should be quarantined after schools provided pertinent information related to close contacts. We continue to follow the health protocols of conducting temperature checks prior to entering the buildings, the wearing of face coverings, social distancing, the constant expectation of hand-washing and the continuous sanitizing from our custodians and other employees. We so appreciate the cooperation and support of our FSSD families in helping to meet these protocols. We believe these protocols have helped to keep the number of cases at a low number.
- **Monitoring of COVID-19 Data Spread** – We continue to review the COVID-19 Data in the County and locally. We will continue to provide weekly notifications to parents and employees and will be transparent with information within the guidelines and compliance of HIPAA and any related confidentiality requirements.
- **Feeding Program update** – In the past week, the USDA announced that all Summer Food Service Program and Seamless Summer Option waivers have been extended, dependent upon available funding. As a district **free** breakfast and lunch may be served to **all** children moving forward. Information has been disseminated to all FSSD families and extended to the community by social media and Blackboard Connect calls. Pick up sites and times are being arranged for those families with children who are not FSSD students. At this time free meal provisions are through December, but we are awaiting notice that this will be extended through the end of the school year due to the hardships many have experienced through the COVID illness.

- **Director of Schools Advisory Council** - The members of the Director of Schools Advisory Council have been selected from each site. Our first meeting is scheduled for October 15th. The Advisory Council is composed of an employee and alternate from each school, representatives from the central office, the central office annex, FSSDEA, maintenance/landscaping and transportation. The meetings offer opportunities to celebrate successes at each site/department, as well as to bring concerns and questions to the Director of Schools.
- **Complaint Managers for the FSSD** - The Director of Schools has appointed the Associate Directors or designees as Complaint Managers for the FSSD in accordance with the Complaints and Grievances Policy (5.501).
- **Fall Break** - The FSSD's student Fall Break will occur October 5-9. District offices will be closed as well during this time.
- **Conferences and meetings update:** the Board received updates on upcoming educational opportunities for Board members with their packet.
- **TSBA 2020 Fall District Meeting** - Dr. Snowden thanked the Board for their virtual 100% attendance at this meeting.

X. UPDATES

Teaching & Learning – Dr. Decker provided the following (on file):

- Demographics for September 2020
- 2019-20 Civil Rights and Bullying Compliance Report

Finance & Administration – Dr. Esslinger provided the following (on file):

- Personnel Change Report August/September 2020
- Investment Report dated 7-31-2020
- Revenue and Expenditure Reports dated 9-8-20
- Sales Tax Revenue Comparison Report for September

XI. ANNOUNCEMENTS

- Dr. Esslinger reported that tax collection received was an increase of 5.1% over this time last year.
- Mr. Townsel noted that from what he has observed, remote learning has been incredible and commends teachers that have become ZOOM educators; he has been impressed with engagement of kids.
- Mrs. Newman reported that her neighbors with children back in school have been very positive, the children have missed being in school; her virtual neighbors are also reporting positive experiences.
- Mr. Blair announced that groundbreaking occurred last week for the district PAC, Legacy Gallery and PGES gymnasium, and he is looking forward to these projects

coming to fruition.

XII. ADJOURNMENT

Chair Robert Blair adjourned the meeting at 7:36 p.m.



Robert Blair, Chair 10/19/2020
Date

ATTEST:



Kevin Townsel, Secretary 10/19/20
Date

**Franklin Special School District
Budget Amendments
Fiscal Year 2020-2021**

**General Purpose Fund
Amendment #3**

Budget Code	Budget Code Description	Increase	Decrease
EXPENDITURES			
141 E 71100 449 000 00000 000	Textbooks	\$ 1,800.00	
141 E 72210 355 000 15000 000	Travel		500.00
141 E 72210 599 000 15000 000	Other Charges		300.00
141 E 72210 499 000 31000 000	Other Supplies & Materials		500.00
141 E 72210 524 000 31000 000	In-Service/Staff Development		500.00
141 E 71100 429 000 15000 000	Instructional Supplies & Materials	2,153.00	
141 E 72130 524 000 13000 000	In-Service/Staff Development		2,153.00
141 E 71100 429 000 15000 000	Instructional Supplies & Materials	4,000.00	
141 E 72210 524 000 15000 000	In-Service/Staff Development		4,000.00
		\$ 7,953.00	\$ 7,953.00

Explanation: Reclassify budgeted expenditures.

**Franklin Special School District
Budget Amendments
Fiscal Year 2020-2021**

**Federal Projects Fund
Amendment #5**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47143 000 901 00000 000	IDEA Part B	\$ 28,821.37	
EXPENDITURES			
142 E 71200 163 901 00000 000	Educational Assistants		4.13
142 E 71200 171 901 00000 000	Speech Pathologist		7,000.00
142 E 71200 189 901 00000 000	Other Salaries & Wages	17,708.87	
142 E 71200 201 901 00000 000	Social Security		1,072.00
142 E 71200 204 901 00000 000	State Retirement		322.00
142 E 71200 210 901 00000 000	Unemployment Compensation		24.00
142 E 71200 212 901 00000 000	Employer Medicare		251.00
142 E 71200 299 901 00000 000	Other Fringe Benefits		52.12
142 E 71200 312 901 00000 000	Contracts w/Private Agencies	17,996.06	
142 E 71200 399 901 00000 000	Other Contracted Services		996.00
142 E 71200 429 901 00000 000	Instructional Supplies & Materials	2,779.31	
142 E 72220 212 901 00000 000	Employer Medicare	43.00	
142 E 72220 299 901 00000 000	Other Fringe Benefits	15.00	
142 E 72710 189 901 00000 000	Other Salaries & Wages	0.40	
142 E 99100 504 901 00000 000	Indirect Cost		0.02
		\$ 38,542.64	\$ 9,721.27
		\$ 28,821.37	

Explanation: Increased budgeted revenue & expenditures under the IDEA Part B.
No local tax funds involved.

**Federal Projects Fund
Amendment #6**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47145 000 911 00000 000	IDEA Preschool	\$ 4,109.16	
EXPENDITURES			
142 E 71200 163 911 00000 000	Educational Assistants	0.02	
142 E 71200 399 911 00000 000	Other Contracted Services	0.09	
142 E 71200 429 911 00000 000	Instructional Supplies & Materials	2,134.16	
142 E 72220 524 911 00000 000	in-Service/Staff Development	1,975.00	
142 E 99100 504 911 00000 000	Indirect Cost		0.11
		\$ 4,109.27	\$ 0.11
		\$ 4,109.16	

Explanation: Increased budgeted revenue & expenditures under the IDEA Preschool.
No local tax funds involved.

**Franklin Special School District
Budget Amendments
Fiscal Year 2020-2021**

**Federal Projects Fund
Amendment #7**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47303 000 932 00000 000	LEA Reopening Grant	\$ 60,000.00	
EXPENDITURES			
142 E 71100 429 932 00000 000	Instructional Supplies & Materials	14,050.00	
142 E 72120 499 932 00000 000	Other Supplies & Materials	1,000.00	
142 E 72250 471 932 00000 000	Software	19,800.00	
142 E 72250 499 932 00000 000	Other Supplies & Materials	25,150.00	
		\$ 60,000.00	

Explanation: Increase budgeted revenue & expenditures under the LEA Reopening and Programmatic Supports Grant.
No local tax funds involved.

**Federal Projects Fund
Amendment #8**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47141 0000 101 00000 000	Title I Part A	\$ 89,863.80	
EXPENDITURES			
142 E 71100 163 101 00000 000	Educational Assistants		214,794.80
142 E 71100 201 101 00000 000	Social Security		13,436.28
142 E 71100 212 101 00000 000	Employer Medicare		3,114.82
142 E 71100 399 101 00000 000	Other Contracted Services		2,000.00
142 E 71100 429 101 00000 000	Instructional Supplies & Materials	43,697.86	
142 E 71100 599 101 00000 000	Other Charges		500.00
142 E 71100 722 101 00000 000	Regular Instructional Equipment	110,264.63	
142 E 72130 123 101 00000 000	Guidance Personnel	106,115.00	
142 E 72130 189 101 00000 000	Other Salaries & Wages	12,000.00	
142 E 72130 201 101 00000 000	Social Security	7,500.00	
142 E 72130 204 101 00000 000	State Retirement	9,665.00	
142 E 72130 206 101 00000 000	Life Insurance	140.00	
142 E 72130 207 101 00000 000	Medical Insurance	31,900.00	
142 E 72130 208 101 00000 000	Dental Insurance	695.00	
142 E 72130 212 101 00000 000	Employer Medicare	1,812.50	
142 E 72130 299 101 00000 000	Other Fringe Benefits	875.00	
142 E 72130 499 101 00000 000	Other Supplies & Materials	900.00	
142 E 72130 599 101 00000 000	Other Charges	12,500.00	
142 E 72210 399 101 00000 000	Other Contracted Services	1,287.82	
142 E 72210 499 101 00000 000	Other Supplies & Materials	4,606.43	
142 E 72210 524 101 00000 000	In-Service/Staff Development		26,256.17
142 E 72210 599 101 00000 000	Other Charges	8,000.00	
142 E 72710 311 101 00000 000	Contracts w/Other School System		300.00
142 E 72710 313 101 00000 000	Contracts with Parents		200.00
142 E 72710 314 101 00000 000	Contracts with Public Carriers		800.00
142 E 99100 504 101 00000 000	Indirect Cost		693.37
		\$ 351,959.24	\$ 262,095.44
		\$ 89,863.80	

Explanation: Increase budgeted revenue & expenditures under the Title One Part A.
No local tax funds involved.

**Franklin Special School District
Budget Amendments
Fiscal Year 2020-2021**

**Federal Projects Fund
Amendment #9**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47189 000 201 00000 000	Title II Part A	\$ 109.34	
EXPENDITURES			
142 E 72210 524 201 00000 000	In-Service/Staff Development	109.39	
142 E 99100 504 201 00000 000	Indirect Cost		0.05
		\$ 109.39	\$ 0.05
		\$ 109.34	

Explanation: Increase budgeted revenue & expenditures under the Title Two Part A.
No local tax funds involved.

**Federal Projects Fund
Amendment #10**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47146 000 301 00000 000	Title III Part A	\$ 26,928.31	
EXPENDITURES			
142 E 71100 429 301 00000 000	Instructional Supplies & Materials	14,131.29	
142 E 72130 599 301 00000 000	Other Charges	4,400.53	
142 E 72210 399 301 00000 000	Other Contracted Services	10,000.00	
142 E 72210 422 301 00000 000	Food Supplies		1,206.00
142 E 99100 504 301 00000 000	Indirect Cost		397.51
		\$ 28,531.82	\$ 1,603.51
		\$ 26,928.31	

Explanation: Increase budgeted revenue & expenditures under the Title Three Part A.
No local tax funds involved.

**Federal Projects Fund
Amendment #11**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
142 R 47147 000 401 00000 000	Title IV Part A		\$ 26.00
EXPENDITURES			
142 E 72120 399 401 00000 000	Other Contracted Services		24.93
142 E 99100 504 401 00000 000	Indirect Cost		1.07
			\$ 26.00

Explanation: Decreased budgeted revenue & expenditures under the Title IV Part A.
No local tax funds involved.

**Franklin Special School District
Budget Amendments
Fiscal Year 2020-2021**

**Community Service
Amendment #2**

Budget Code	Budget Code Description	Increase	Decrease
REVENUE			
146 R 46590 000 000 00000 140	Other State Education Funds		\$ 400.00
146 R 46590 000 000 02000 140	Other State Education Funds		7,283.00
146 R 46590 000 000 06000 140	Other State Education Funds		17,745.00
146 R 46590 000 000 08000 140	Other State Education Funds		17,773.00
			\$ 43,201.00
EXPENDITURES			
146 E 73300 116 000 06000 140	Teachers		2,400.00
146 E 73300 116 000 09000 140	Teachers		2,400.00
146 E 73300 169 000 02000 140	Part-Time Personnel		6,300.00
146 E 73300 169 000 06000 140	Part-Time Personnel		12,600.00
146 E 73300 169 000 09000 140	Part-Time Personnel		12,600.00
146 E 73300 201 000 02000 140	Social Security		390.00
146 E 73300 201 000 06000 140	Social Security		930.00
146 E 73300 201 000 09000 140	Social Security		930.00
146 E 73000 204 000 06000 140	State Retirement		247.00
146 E 73300 204 000 09000 140	State Retirement		246.00
146 E 73300 212 000 02000 140	Employer Medicare		91.00
146 E 73300 212 000 06000 140	Employer Medicare		217.00
146 E 73300 212 000 09000 140	Employer Medicare		218.00
146 E 73300 399 000 06000 140	Other Contracted Services		500.00
146 E 73300 399 000 09000 140	Other Contracted Services		500.00
146 E 73300 422 000 02000 140	Food Supplies		200.00
146 E 73300 422 000 06000 140	Food Supplies		400.00
146 E 73300 422 000 09000 140	Food Supplies		400.00
146 E 73300 429 000 02000 140	Instructional Supplies & Materials		152.00
146 E 73300 429 000 06000 140	Instructional Supplies & Materials		251.00
146 E 73300 429 000 09000 140	Instructional Supplies & Materials		279.00
146 E 73300 499 000 02000 140	Other Supplies & Materials		150.00
146 E 73300 499 000 06000 140	Other Supplies & Materials		200.00
146 E 73300 499 000 09000 140	Other Supplies & Materials		200.00
146 E 73300 524 000 00000 140	In-Service/Staff Development		400.00
		\$ -	\$ 43,201.00

Explanation: Decrease budgeted revenues and expenditures under the LEAPs Grant.
No local tax funds involved.

6.206 TRANSFERS WITHIN THE SYSTEM – 2nd Reading

This revision request is to update the policy to current procedure and clarify language.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Transfers Within the System	Descriptor Code: 6.206	Issued Date: <i>Proposed</i>
		Rescinds: 6.206	Issued: 09/14/98

1 Transfer students will meet the same enrollment requirements as new students.

2 Up to two (2) weeks prior to the beginning of the school year, a **student** parent/guardian may **choose**
3 **request to attend a school in the designated zone, if available,** that his/her child attend a school within
4 the system other than the one to which the child is zoned.** The director of schools/designee shall
5 review such requests and, if adequate space is available, grant such transfers unless a transfer would be
6 adverse to the best interests of the child or the school system. **However** If granted, the student must
7 provide his/her own transportation to and from the school.¹

8 After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer
9 to another unless there is a change in residence of the student's parents or guardian outside the area in
10 which the student enrolled. Any exception to this policy must be brought before the director of schools
11 for evaluation and decision.

12 Students whose families transfer their residence to another school area after the first month of school
13 may **request to** complete the school year at their former school **upon approval by the director of**
14 **schools.** Students who present evidence that they will move during the school year and who desire to
15 enroll in a new school in the new area may do so with prior written request for a change of school area.
16 The director may grant other exceptions to this policy for good and sufficient reasons.

17 Principals shall allow credit for work transferred from other schools ~~only when substantiated by~~
18 ~~official transcripts or successful completion of comprehensive written examinations approved,~~
19 ~~administered and graded by the principal or his/her designated representative.~~[†]

Legal References

1. **TCA 49-2-128**

Cross References

Student Assignments 6.205

**Request/Appeal for Student to Transfer Within
the System 6.206.1**

** Not effective in event of federally-mandated desegregation order.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Transfers Within the System</h2>	Descriptor Code: 6.206	Issued Date: 09/14/98
		Rescinds: JBCDA	Issued: 05/12/88

- 1 Transfer students will meet the same enrollment requirements as new students.

- 2 Up to two (2) weeks prior to the beginning of the school year, a student may choose to attend a school
 3 in the designated zone, if available, within the system.** However, the student must provide his/her
 4 own transportation to and from the school.

- 5 After a student has enrolled in one (1) school within the system, he/she will not be permitted to transfer
 6 to another unless there is a change in residence of the student’s parents or guardian outside the area in
 7 which the student enrolled. Any exception to this policy must be brought before the director of schools
 8 for evaluation and decision.

- 9 Students whose families transfer their residence to another school area after the first month of school
 10 may complete the school year at their former school. Students who present evidence that they will
 11 move during the school year and who desire to enroll in a new school in the new area may do so with
 12 prior written request for a change of school area. The director may grant other exceptions to this policy
 13 for good and sufficient reasons.

- 14 Principals shall allow credit for work transferred from other schools only when substantiated by
 15 official transcripts or successful completion of comprehensive written examinations approved,
 16 administered and graded by the principal or his/her designated representative.¹

Legal Reference:

1. TRR/MS 0520-1-3-.03 (11)(b).
- ** Not effective in event of federally-mandated desegregation order.

**6.304 STUDENT DISCRIMINATION, HARASSMENT, BULLYING,
CYBER-BULLYING AND INTIMIDATION – *2nd Reading***

This policy revision updates language for clarity. It is a recommended update from TSBA, of note to highlight the differences between this and the Title IX & Sexual Harassment policy.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation	Descriptor Code: 6.304	Issued Date: Proposed
		Rescinds: 6.304	Issued: 07/18/16

~~The Franklin Special School District Board of Education has determined that~~ In order to maintain a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. ~~In order to maintain that environment,~~ acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

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

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

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law. (MOVED FROM PAGE 4)

DEFINITIONS⁴

“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

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

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

“Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication

1 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake
2 profiles.

3
4 **“Hazing”** is an intentional or reckless act by a student or group of students that is directed against any
5 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
6 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other
7 employees of the school district shall not encourage, permit, condone or tolerate hazing activities.^{3 5}
8

9 Hazing does not include customary athletic events or similar contest or competitions and is limited to
10 those actions taken and situations created in connection with initiation into or affiliation with any
11 organization.
12

13 COMPLAINTS AND INVESTIGATIONS

14 ~~Alleged victims of the above referenced offenses shall report these incidents immediately to a teacher, counselor~~
15 ~~or building administrator.² All school employees are required to report alleged violations of this policy to the~~
16 ~~principal/designee. All other members of the school community, including students, parents, volunteers, and~~
17 ~~visitors, are encouraged to report any act that may be a violation of this policy.~~ Any individual who has
18 knowledge of behaviors that may constitute a violation of this policy shall promptly report such
19 information to the principal/designee.⁶
20

21 While reports may be made anonymously, an individual's need for confidentiality ~~must~~ shall be balanced
22 with obligations to cooperate with police investigations or legal proceedings, to provide due process to
23 the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The
24 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
25 need to know.
26

27 The principal/designee at each school shall be responsible for investigating and resolving complaints.
28 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48)
29 hours of receipt of the report.⁴ If ~~a report~~ an investigation is not initiated within forty-eight (48) hours,
30 the principal/designee shall provide the director of schools with appropriate documentation detailing the
31 reasons why the investigation was not initiated within the required time frame.^{4 7} The principal/designee
32 shall **immediately** notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
33 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
34 on district counseling and support services. Students involved in an act of discrimination, harassment,
35 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
36 principal/designee when deemed necessary.^{1,4 8}
37

38 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
39 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:
40

- 41 1. It places the student in reasonable fear or harm for the student's person or property;
- 42 2. It has a substantially detrimental effect on the student's physical or mental health;
- 43 3. It has the effect of substantially interfering with the student's academic performance; or
- 44 4. It has the effect of substantially interfering with the student's ability to participate in or benefit
45 from the services, activities, or privileges provided by a school.
46

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.^{4 7} If the
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
5 principal/designee shall provide the director of schools with appropriate documentation detailing the
6 reasons why the investigation has not been completed or the appropriate intervention has not taken place.
7 ^{4 7} Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA)⁹ ~~at 20~~
8 ~~U.S.C. §1232g~~, a written report on the investigation will be delivered to ~~the parents of the complainant,~~
9 ~~parents of the accused students~~ **all involved parties** and to the Director of Schools.

11 **RESPONSE AND PREVENTION**¹⁰

13 ~~School administrators~~ **The principal/designee** shall consider the nature and circumstances of the incident,
14 the age of the ~~violator~~ **individual**, the degree of harm, previous incidences or patterns of behavior, or any
15 other factors, as appropriate, to properly respond to each situation.

17 ~~Remedial measures shall be designed to:~~

- 19 ~~• Correct the problem behavior;~~
- 21 ~~• Prevent other occurrences of the behavior; and~~
- 23 ~~• Protect the victim of the act.~~

25 A substantiated charge against an employee shall result in disciplinary action up to and including
26 termination. ~~An~~ The employee ~~disciplined for violation of this policy~~ may appeal ~~the~~ **this** decision by
27 contacting the Federal Rights Coordinator or the Franklin Special School District Director of Schools.

29 A substantiated charge against a student may result in corrective or disciplinary action up to and
30 including suspension. ~~Any~~ **The** student ~~disciplined for violation of this policy~~ may appeal ~~the~~ **this**
31 decision in accordance with disciplinary policies and procedures.

33 **REPORTS**

35 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
36 physical harm to a student or a student's property, the principal/designee of each intermediate / middle
37 school shall report the findings and any disciplinary actions taken to the director of schools and the chair
38 of the board ~~of education~~. ¹¹

40 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases
41 brought to the attention of school officials during the prior academic year. The report shall also indicate
42 how the cases were resolved and/or the reasons they are still pending. This report shall be presented to
43 the board ~~of education~~ at its regular July meeting, and it shall be submitted to the state department of
44 education by August 1. ¹²

~~The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.~~ (MOVED TO PAGE 1)

RETALIATION AND FALSE ACCUSATIONS

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

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

Legal References

1. TCA 49-6-4503
2. 20 USC §1681 to 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

1. TCA 49-6-4503(a), (b)(3)
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)
15. 20 USCA §§ 1681 to 1686

Cross References

- Appeals To and Appearances Before the Board 1.404
- Section 504 and ADA Grievance Procedures 1.802
- Workplace Bullying 5.504
- Staff-Student Relations 5.610
- Student Goals 6.100
- Title IX & Sexual Harassment 6.304I
- Code of Conduct 6.300
- Student Concerns, Complaints and Grievances 6.305
- Child Abuse and Neglect 6.409
- Student Suicide Prevention 6.415
- Incident Investigation Form 6.304.I

Franklin Special Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation	Descriptor Code: 6.304	Issued Date: 07/18/16
		Rescinds: 6.304	Issued: 02/09/09

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

6 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall
 7 cover employees, employees' behaviors, students and students' behaviors while on school property, at
 8 any school-sponsored activity, on school-provided equipment or transportation, or at any official school
 9 bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy
 10 is in effect if the conduct is directed specifically at a student or students and has the effect of creating a
 11 hostile educational environment or otherwise creating a substantial disruption to the educational
 12 environment or learning process.
 13

14 Building administrators are responsible for educating and training their respective staff and students as
 15 to the definition and recognition of discrimination/harassment.
 16

17 **DEFINITIONS**

18
 19 Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational
 20 benefits, opportunities, or performance, and the act has the effect of:
 21

- 22 • Physically harming a student or damaging a student's property;
- 23
- 24 • Knowingly placing a student or students in reasonable fear of physical harm to the
- 25 student or damage to the student's property;
- 26
- 27 • Causing emotional distress to a student or students; or
- 28
- 29 • Creating a hostile educational environment.
 30

31 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,
 32 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and
 33 creates a hostile environment.
 34

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

1
2 Hazing - An intentional or reckless act by a student or group of students that is directed against any other
3 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or
4 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
5 of the school district shall not encourage, permit, condone or tolerate hazing activities.³
6

7 “Hazing” does not include customary athletic events or similar contest or competitions and is limited to
8 those actions taken and situations created in connection with initiation into or affiliation with any
9 organization.
10

11 **COMPLAINTS AND INVESTIGATIONS**

12
13 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher,
14 counselor or building administrator.² All school employees are required to report alleged violations of
15 this policy to the principal/designee. All other members of the school community, including students,
16 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.
17

18 While reports may be made anonymously, an individual's need for confidentiality must be balanced with
19 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
20 accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the
21 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
22 need to know.
23

24 The principal/designee at each school shall be responsible for investigating and resolving complaints.
25 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48)
26 hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the
27 principal/designee shall provide the director of schools with appropriate documentation detailing the
28 reasons why the investigation was not initiated within the required time frame.⁴

29 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of
30 discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall
31 provide information on district counseling and support services. Students involved in an act of
32 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate
33 school counselor by the principal/designee when deemed necessary.^{1,4}
34

35 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
36 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:
37

38 It places the student in reasonable fear or harm for the student's person or property;
39

40 It has a substantially detrimental effect on the student's physical or mental health;
41

42 It has the effect of substantially interfering with the student's academic performance; or
43

44 It has the effect of substantially interfering with the student's ability to participate in or benefit from
45 the services, activities, or privileges provided by a school.
46

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
5 principal/designee shall provide the director of schools with appropriate documentation detailing the
6 reasons why the investigation has not been completed or the appropriate intervention has not taken
7 place.⁴ Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20
8 U.S.C. §1232g, a written report on the investigation will be delivered to the parents of the complainant,
9 parents of the accused students and to the Director of Schools.

11 **RESPONSE AND PREVENTION**

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

15 Remedial measures shall be designed to:

- 16 • Correct the problem behavior;
- 17 • Prevent other occurrences of the behavior; and
- 18 • Protect the victim of the act.

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

22 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
23 Rights Coordinator or the Franklin Special School District Director of Schools. Any student disciplined
24 for violation of this policy may appeal the decision in accordance with disciplinary policies and
25 procedures.

26 **REPORTS**

27 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat
28 of physical harm to a student or a student's property, the principal/designee of each intermediate /
29 middle school shall report the findings and any disciplinary actions taken to the director of schools and
30 the chair of the board of education.

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

1 The director of schools shall develop forms and procedures to ensure compliance with the requirements
2 of this policy and TCA 49-6-4503.
3

4 **RETALIATION AND FALSE ACCUSATIONS**

5

6 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
7 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
8 shall be determined by the administrator after consideration of the nature, severity, and circumstances of
9 the act.
10

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

Legal References

1. TCA 49-6-4503
2. 20 USC §1681 to 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

Cross References

- Appeals To and Appearances Before the Board 1.404
- Workplace Bullying 5.504
- Staff-Student Relations 5.610
- Student Complaints and Grievances 6.305
- Discipline Procedures 6.313

6.305 STUDENT CONCERNS – 2nd Reading

As part of our policy subscription with TSBA, this policy was reviewed in conjunction with the creation of the Title IX policy for 2nd Reading this month. The revision is suggested by the TSBA Policy Department to avoid creating conflicts with other policies in this section, becoming more condensed and focused on responding to general student complaints rather than creating a formal grievance process. The title also changes with this revision request. A standard form for filing a concern with the school will be available in our district procedures manual, which is currently in process for district use.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Student Concerns	Descriptor Code: 6.305	Issued Date: Proposed
		Rescinds: 6.305	Issued: 04/16/18

1 ~~STUDENT CONCERNS AND COMPLAINTS~~

2 Decisions made by school personnel - such as aides, teachers, or assistant principals, which students
3 believe are unfair or in violation of pertinent policies of the board or individual school rules may be
4 appealed to the school principal ~~or a designated representative~~ /designee. To appeal, students ~~will~~ shall
5 contact the principal's office in their school and provide their name, the issue, and the reason for their
6 appeal on a printed form available at the school office within two (2) days. The appeal ~~will~~ shall usually
7 be decided confidentially and promptly, preferably within ten (10) school days.

8 However, if the principal does not make a decision within ten (10) school days ~~following the date of~~
9 ~~complaint~~, students or parent(s)/guardian(s) may appeal at that time by contacting the director of schools/
10 ~~or his/her~~ designee at the central office. The information provided should include the student's name, the
11 school, and a description of the problem.

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

15 ~~DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES~~

16 ~~Filing a Complaint~~ — Any student of this school district who wishes to file a discrimination or
17 harassment grievance against another student or an employee of the district may file a written or oral
18 (recorded, if possible) complaint with a complaint manager.¹ Students may also report an allegation of
19 discrimination/harassment to any teacher or other adult employed in the school who shall inform a
20 complaint manager of the allegation. The complaint should include the following information:

- 21 1. ~~identity of the alleged victim and person accused;~~
- 22 2. ~~location, date, time and circumstances surrounding the alleged incident;~~
- 23 3. ~~description of what happened;~~
- 24 4. ~~identity of witnesses; and~~
- 25 5. ~~any other evidence available~~

26 ~~Investigation~~ — Within twenty four (24) hours of receiving the student's complaint, the complaint
27 manager shall notify the complaining student's parent/guardian and the principal who shall inform the
28 director of schools. The parent/guardian shall be given notice of the right to attend an interview of the
29 student in a non-intimidating environment in order to elicit full disclosure of the student's allegations.
30 This interview shall take place within five (5) days from the time the complaint was first made. If no
31 parent/guardian attends the interview, another adult, mutually agreed upon by the student and the
32 complaint manager, shall attend and may serve as the student's advocate. After a complete investigation,

~~if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints.~~

~~*Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant.~~

~~APPOINTING COMPLAINT MANAGERS~~

~~The director of schools shall appoint at least two complaint managers, one of each gender for each school. The Federal Rights Coordinator may serve as a complaint manager. Complaint managers serving at the school level will be composed of school administrators or their appointees. Contact information, address and telephone number for each school may be obtained from our website or from our Central Office during business hours at 507 New Highway 96 West, Franklin, Tennessee 37064, 615-794-6624.~~

~~This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.~~

Legal References:

- ~~Title IX, Education Amendment of 1972, 20 U.S.C. 1681, et seq.~~

Cross References

Appeals To & Appearances Before the Board 1.404
 Instructional Goals 4.100
 Basic Curriculum Program 4.201
 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Student Concerns Appeal Form 6.305.1

Franklin Special Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Student Concerns, Complaints, and Grievances	Descriptor Code: 6.305	Issued Date: 04/16/18
		Rescinds: 6.305	Issued: 11/09/98

1 STUDENT CONCERNS AND COMPLAINTS

2 Decisions made by school personnel - such as aides, teachers, or assistant principals - which students
3 believe are unfair or in violation of pertinent policies of the board or individual school rules may be
4 appealed to the school principal or a designated representative. To appeal, students will contact the
5 principal's office in their school and provide their name, the issue, and the reason for their appeal on a
6 printed form available at the school office within two (2) days. The appeal will usually be decided
7 confidentially and promptly, preferably within ten (10) school days.

8 However, if the principal does not make a decision within ten (10) school days following the date of
9 complaint, students or parents may appeal at that time by contacting the director of schools or his/her
10 designee at the central office. The information provided should include the student's name, the school,
11 and a description of the problem.

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

15 DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

16 *Filing a Complaint* — Any student of this school district who wishes to file a discrimination or
17 harassment grievance against another student or an employee of the district may file a written or oral
18 (recorded, if possible) complaint with a complaint manager.¹ Students may also report an allegation of
19 discrimination/harassment to any teacher or other adult employed in the school who shall inform a
20 complaint manager of the allegation. The complaint should include the following information:

- 21 1. identity of the alleged victim and person accused;
- 22 2. location, date, time and circumstances surrounding the alleged incident;
- 23 3. description of what happened;
- 24 4. identity of witnesses; and
- 25 5. any other evidence available

26 *Investigation* — Within twenty-four (24) hours of receiving the student's complaint, the complaint
27 manager shall notify the complaining student's parent/guardian and the principal who shall inform the
28 director of schools. The parent/guardian shall be given notice of the right to attend an interview of the
29 student in a non-intimidating environment in order to elicit full disclosure of the student's allegations.
30 This interview shall take place within five (5) days from the time the complaint was first made. If no
31 parent/guardian attends the interview, another adult, mutually agreed upon by the student and the
32 complaint manager, shall attend and may serve as the student's advocate. After a complete investigation,

1 if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be
2 initiated. The complaint and identity of the complainant will not be disclosed except (1) as required by
3 law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the
4 complainant. A school representative will meet with and advise the complainant regarding the findings,
5 and whether corrective measures and/or disciplinary action were taken. The investigation and response
6 to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to
7 the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in
8 the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director
9 of schools shall keep the Board informed of all complaints.

10 *Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by
11 the complaint manager, an appeal may be made within five (5) work days to the director of schools. The
12 director of schools will review the investigation, make any corrective action deemed necessary and
13 provide a written response to the complainant. If the complainant is not in agreement with the director
14 of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days.
15 The Board shall, within thirty (30) days from the date the appeal was received, review the investigation
16 and the actions of the director of schools and may support, amend or overturn the actions based upon
17 review and report their decision in writing to the complainant.

18 **APPOINTING COMPLAINT MANAGERS**

19 The director of schools shall appoint at least two complaint managers, one of each gender for each school.
20 The Federal Rights Coordinator may serve as a complaint manager. Complaint managers serving at the
21 school level will be composed of school administrators or their appointees. Contact information, address
22 and telephone number for each school may be obtained from our website or from our Central Office
23 during business hours at 507 New Highway 96 West, Franklin, Tennessee 37064, 615-794-6624.

24 This policy shall be published in the parent/student handbook distributed annually to every student.
25 Building administrators are responsible for educating and training their respective staff and students as
26 to the definition and recognition of discrimination/harassment.

Legal References:

1. Title IX, Education Amendment of 1972, 20 U.S.C. 1681, et seq.

Cross References

Appeals To & Appearances Before the Board 1.404
Basic Curriculum Program 4.201
Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304

6.316 SUSPENSION / EXPULSION / REMAND – 2nd Reading

With recent review of student discipline policies by TSBA, this policy is being presented adding additional language for suspension longer than five and longer than ten days, as well as reference updates to current law. Procedures in this policy will be available in our district procedures manual, which is currently in process for district use.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: Proposed
		Rescinds: 6.316	Issued: 07/16/18

1 *Definitions*¹

2 “Suspension” means dismissed for any reason from attendance at school not exceeding ten (10)
3 consecutive days. Multiple suspensions shall not run consecutively, nor shall multiple suspensions be
4 applied to avoid expulsion from school.

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

8 “Remand” means assignment to an alternative school.

9 ~~REASONS FOR SUSPENSION / EXPULSION~~ *General*

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

- 14 1. Willful and persistent violation of the rules of the school;
- 15 2. Immoral or disreputable conduct, including vulgar or profane language;
- 16 3. Violence or threatened violence against the person of any personnel attending or assigned to any
17 public school;
- 18 4. Willful or malicious damage to real or personal property of the school or the property of any
19 person attending or assigned to the school;
- 20 5. Inciting, advising or counseling of others to engage in any of the ~~acts herein enumerated~~ action
21 that would justify suspension;
- 22 6. ~~Marking, defacing, or destroying school property;~~
- 23 7. Possession of a pistol, gun or firearm on school property; ³
- 24 8. Possession of a knife or other weapons, as defined ~~in TCA 39-17-1309~~ by state law, on school
25 property; ⁴
- 26 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene
27 or threatening language;
- 28 10. Unlawful use or possession of barbitol or legend drugs, as defined in ~~TCA 53-10-101~~ state law;
29 ⁵
- 30 11. Engaging in behavior which disrupts a class or school-sponsored activity;

12. Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device including chemical weapons on school property or at a school-sponsored event;
13. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
14. Off-campus criminal behavior resulting in felony charges;
15. When behavior poses a danger to persons or property or disrupts the educational process; **and** or
16. Any other conduct prejudicial to good order or discipline in any school.

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

If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense **of**, may have been facing the threat of imminent danger of death or serious bodily injury, then the student may not face any disciplinary action. ⁶

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

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

If a student is suspended during the last ten (10) days of any term or semester, he/she shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal. ⁷

IN-SCHOOL SUSPENSION⁸

~~Students given in-school suspension shall be required~~ In-school suspension shall be offered to students as an alternative program (if applicable) to complete academic assignments and ~~shall~~ receive credit for work completed.

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

SUSPENSIONS LONGER THAN FIVE DAYS⁹

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

SUSPENSIONS LONGER THAN TEN DAYS¹⁰

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 ~~PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:~~⁶

- 7 ~~1. Unless the student's continued presence in the school, class or school-related activity presents an~~
8 ~~immediate danger to the student or other persons or property, no principal shall suspend/expel~~
9 ~~any student until that student has been advised of the nature of his/her misconduct, questioned~~
10 ~~about it, and allowed to give an explanation. (MOVED TO PAGE 2)~~
- 11 ~~2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the~~
12 ~~principal shall make an immediate attempt to contact the parent/guardian to inform them of the~~
13 ~~suspension/expulsion. The student shall not be sent home before the end of the school day unless~~
14 ~~the parent/guardian has been contacted.~~
- 15 ~~3. The principal shall notify the parent/guardian and the director of schools/designee in writing:~~
 - 16 ~~a. Of the suspension/expulsion and the cause for it; and~~
 - 17 ~~b. A request for a meeting with the parent/guardian, student and principal, to be held as soon as~~
18 ~~possible, but no later than five (5) days following the suspension/expulsion.~~
- 19 ~~4. Immediately following the scheduled meeting, whether or not attended by the parent/guardian or~~
20 ~~student, the principal shall determine the length of the suspension/expulsion and set conditions~~
21 ~~for readmission. If the principal determines the length of the suspension to be between six (6)~~
22 ~~and the maximum of ten (10) days, the principal shall develop and implement a plan for~~
23 ~~correcting the behavior when the student returns to school.~~
- 24 ~~5. If at the time of the suspension the principal determines that an offence has been committed~~
25 ~~which, in the judgement of the principal, would justify a suspension/expulsion for more than ten~~
26 ~~(10) days, he/she may suspend/expel/remand the student unconditionally for a specified period~~
27 ~~of time or upon such terms and conditions as are deemed reasonable.~~
- 28 ~~6. The principal shall immediately give written or actual notice to the parent/guardian and the~~
29 ~~student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days.~~
30 ~~The notice shall include a statement that, unless the student's parent/guardian requests an open~~
31 ~~hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the~~
32 ~~public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the~~
33 ~~notice and may be filed by the parent/guardian, the student, or any person holding a teaching~~
34 ~~license who is employed by the district, if requested by the student.~~
- 35 ~~7. The appeal from this decision shall be to the board or to a disciplinary hearing authority (DHA)~~
36 ~~appointed by the board/director of schools.~~
- 37 ~~8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the~~
38 ~~student shall be permitted to take such final examinations or submit such required work as~~
39 ~~necessary to complete the course of instruction for that semester, subject to conditions prescribed~~
40 ~~by the principal. (MOVED TO PAGE 2)~~

Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 39-17-1309 (b)
4. TCA 39-17-1309
5. TCA 53-10-101; TCA 39-17-454
6. TCA 49-6-3401(i)
7. TCA 49-6-3401(d)
8. TCA 49-6-3401(b)(1)
9. TCA 49-6-3401(c)(3)
10. TCA 49-6-3401(a)–(c) ; *Goss v Lopez*, 419 U.S. 565 (1975); 20 USCA 1415

Cross References

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 School Programs 6.319

In-School Suspension and Expulsion 6.316.1

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Suspension/Expulsion/Remand</h2>	Descriptor Code: <h3 style="text-align: center;">6.316</h3>	Issued Date: <h3 style="text-align: center;">07/16/18</h3>
		Rescinds: <h3 style="text-align: center;">6.316</h3>	Issued: <h3 style="text-align: center;">08/12/13</h3>

1 **DEFINITIONS:** ¹

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

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

8 **Remand:** Assignment to an alternative school.

9 **REASONS FOR SUSPENSION / EXPULSION:**

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

- 14 1. Willful and persistent violation of the rules of the school;
- 15 2. Immoral or disreputable conduct, including vulgar or profane language;
- 16 3. Violence or threatened violence against the person of any personnel attending or assigned to any
 17 public school;
- 18 4. Willful or malicious damage to real or personal property of the school, or the property of any
 19 person attending or assigned to the school;
- 20 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 21 6. Possession of a pistol, gun or firearm on school property; ³
- 22 7. Possession of a knife or other weapons as defined in TCA 39-17-1309, on school property;
- 23 8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene
 24 or threatening language;
- 25 9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101; ³
- 26 10. Engaging in behavior which disrupts a class or school-sponsored activity;
- 27 11. Making a threat, including a false report to use a bomb, dynamite, any other deadly explosive or
 28 destructive device including chemical weapons, on school property or at a school sponsored
 29 event;
- 30 12. One (1) or more students initiating a physical attack on an individual student on school property
 31 or at a school activity, including travel to and from school;

- 1 13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
- 2 persons or property or disrupts the educational process; and
- 3 14. Any other conduct prejudicial to good order or discipline in any school.

4 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense
5 under a reasonable belief that the student, or another to whom the student was coming to the defense,
6 may have been facing the threat of imminent danger of death or serious bodily injury, then, the student
7 may not face any disciplinary action. ⁴

8 **IN-SCHOOL SUSPENSION:** ⁵

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

16 **PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:** ⁶

- 17 1. Unless the student's continued presence in the school, class or school-related activity presents an
- 18 immediate danger to the student or other persons or property, no principal shall suspend/expel
- 19 any student until that student has been advised of the nature of his/her misconduct, questioned
- 20 about it, and allowed to give an explanation.
- 21 2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the
- 22 principal shall make an immediate attempt to contact the parent/guardian to inform them of the
- 23 suspension/expulsion. The student shall not be sent home before the end of the school day unless
- 24 the parent/guardian has been contacted.
- 25 3. The principal shall notify the parent/guardian and the director of schools/designee in writing:
- 26 a. Of the suspension/expulsion and the cause for it; and
- 27 b. A request for a meeting with the parent/guardian, student and principal, to be held as soon as
- 28 possible, but no later than five (5) days following the suspension/expulsion.
- 29 4. Immediately following the scheduled meeting, whether or not attended by the parent/guardian or
- 30 student, the principal shall determine the length of the suspension/expulsion and set conditions
- 31 for readmission. If the principal determines the length of the suspension to be between six (6)
- 32 and the maximum of ten (10) days, the principal shall develop and implement a plan for
- 33 correcting the behavior when the student returns to school.
- 34 5. If at the time of the suspension the principal determines that an offence has been committed
- 35 which, in the judgement of the principal, would justify a suspension/expulsion for more than ten
- 36 (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period
- 37 of time or upon such terms and conditions as are deemed reasonable.
- 38 6. The principal shall immediately give written or actual notice to the parent/guardian and the
- 39 student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days.
- 40 The notice shall include a statement that, unless the student's parent/guardian requests an open
- 41 hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the
- 42 public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the

- 1 notice and may be filed by the parent/guardian, the student, or any person holding a teaching
2 license who is employed by the district, if requested by the student.
- 3 7. The appeal from this decision shall be to the board or to a disciplinary hearing authority (DHA)
4 appointed by the board/director of schools.
- 5 8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the
6 student shall be permitted to take such final examinations or submit such required work as
7 necessary to complete the course of instruction for that semester, subject to conditions prescribed
8 by the principal.

Legal References

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

Cross References

Code of Behavior and Discipline 6.300
Procedural Due Process 6.302
Interference/Disruption of School Activities 6.306
Drug Free Schools 6.307
Bus Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Codes 6.310
Code of Student Conduct 6.313
Student Disciplinary Hearing Authority 6.317

6.317 STUDENT DISCIPLINARY HEARING AUTHORITY – 2nd Reading

This revision request is part of the updates with the group of student discipline policies which include 6.309, 6.316 and 6.319. This policy has been reviewed and streamlined by TSBA to ensure there are no conflicts with the update in law, along with updating references.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: Proposed
		Rescinds: 6.317	Issued: 07/16/18

1 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been
 2 suspended/expelled/remanded for more than ten (10) school days.¹ The board shall appoint members to
 3 the DHA which shall consist of three (3) members (maximum number must not exceed total membership
 4 of the board). At least one (1) DHA member shall be a licensed employee of the district. All appointments
 5 are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.¹

6 The director of schools shall appoint a chair of the DHA from the members appointed by the board. The
 7 chair shall perform the following duties:

- 8 ~~1. Identify the members of the DHA assigned to hear each individual case;~~
- 9 2. Set the time, place, and date for each hearing;
- 10 3. Maintain order and structure during each hearing; and
- 11 4. Prepare, sign, and disseminate the minutes of each meeting.

12 Upon receiving notification of a request to appeal the suspension decision, the DHA shall provide written
 13 notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of
 14 the time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the
 15 beginning of the suspension.¹⁻²

16 The DHA may take the following disciplinary actions:²⁻³

- 17 1. Affirm the decision of the school principal;
- 18 2. Order removal of the suspension unconditionally;
- 19 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 20 4. Assign the student to an alternative program; or
- 21 5. Suspend the student for a specified period of time.*

22 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or
 23 assistant principal may request a review by the board, and the board shall review the record. Following
 24 the review, the board may ~~grant or deny the request for a hearing or affirm or overturn the decision of~~
 25 ~~the DHA with or without a hearing. The board shall not impose a more severe penalty than that imposed~~
 26 ~~by the DHA without first providing an opportunity for a hearing before the board.~~³ take the following
 27 actions.

28 *Grant Request for Hearing*⁴

29 If the Board grants a hearing, it shall provide notice to the student and/or his/her parent(s)/guardian(s).
 30 The notice of the hearing shall include a statement that, unless the student's parent/guardian requests an
 31 open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the
 32 public.³

1 The Board may affirm, overturn, or modify the decision of the DHA.

2 *Deny Request for Hearing*⁴

3 If the Board does not grant a hearing, it may affirm, overturn, or modify the decision of the DHA. The
4 Board shall not impose a more severe penalty than that imposed by the DHA without first providing an
5 opportunity for a hearing before the Board.

6 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion ~~or~~
7 ~~assignment to alternative placement for a calendar year~~ unless modified by the director of schools.

Legal References

- ~~1. TCA 49-6-3401(e)(4)(A)~~
- ~~2. TCA 49-6-3401(e)(5)~~
- ~~3. TCA 49-6-3401(e)(6)~~

- 1. TCA 49-6-3401(c)(4)(C)
- 2. TCA 49-6-3401(c)(4)(D)
- 3. TCA 49-6-3401(c)(5)
- 4. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Zero Tolerance Offenses 6.309
Suspension/Expulsion/Remand 6.316
Alternative ~~School Programs~~ Education 6.319
Student Records 6.600

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 07/16/18
		Rescinds: 6.317	Issued: 08/11/14

1 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been
 2 suspended/expelled/remanded for more than ten (10) school days.¹ The board shall appoint members to
 3 the DHA which shall consist of three (3) members (maximum number must not exceed total membership
 4 of the board). At least one (1) DHA member shall be a licensed employee of the district. All appointments
 5 are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.

6 The director of schools shall appoint a chair of the DHA from the members appointed by the board. The
 7 chair shall perform the following duties:
 8 1. Identify the members of the DHA assigned to hear each individual case;
 9 2. Set the time, place, and date for each hearing;
 10 3. Maintain order and structure during each hearing; and
 11 4. Prepare, sign, and disseminate the minutes of each meeting.

12 Upon receiving notification of a request to appeal the suspension decision, the DHA shall provide written
 13 notification to the parent/guardian of the student, the student, and any other appropriate person of the
 14 time, place, and date of the hearing. The hearing must be held no later than ten (10) days after the
 15 beginning of the suspension.¹

16 The DHA may take the following disciplinary actions:²
 17 1. Affirm the decision of the school principal;
 18 2. Order removal of the suspension unconditionally;
 19 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
 20 4. Assign the student to an alternative program; or
 21 5. Suspend the student for a specified period of time.*

22 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or
 23 assistant principal may request a review by the board, and the board shall review the record. Following
 24 the review, the board may grant or deny the request for a hearing or affirm or overturn the decision of
 25 the DHA with or without a hearing. The board shall not impose a more severe penalty than that imposed
 26 by the DHA without first providing an opportunity for a hearing before the board.³

27 The notice of the hearing shall include a statement that, unless the student's parent/guardian requests an
 28 open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the
 29 public.³

30 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or
 31 assignment to alternative placement for a calendar year unless modified by the director of schools.

Legal References

1. TCA 49-6-3401(c)(4)(A)
2. TCA 49-6-3401(c) (5)
3. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316
Alternative School Programs 6.319
Student Records 6.600

6.319 ALTERNATIVE EDUCATION – 2nd Reading

TSBA recommends revision of our current policy based on the recent passage of the General Assembly’s Public Chapter 603 “which clarifies that students who commit zero tolerance offenses are not required to be placed in alternative schools or programs. Additionally, the State Board recently approved a regulation clarifying the differences between alternative schools and programs as well as the reasons that may justify removing a student from an alternative school or program.” This policy also changes its name from “Alternative School Programs” to “Alternative Education” to align with the updates.

There were no changes requested by the Board upon 1st Reading.

Franklin Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: Proposed
		Rescinds: 6.319	Issued: 06/11/18

1 General¹

2 The board shall have provisions for an alternative school program for students in grades seven through
3 eight (7-8) who have been suspended or expelled from regular school programs. In addition, the board
4 may provide for an alternative school program for grades one through six (1-6) as necessary.⁴

5 An alternative program is a short-term intervention program designed to provide educational services
6 outside the regular school program for students who have been suspended or expelled. Alternative
7 programs may be located in a separate facility from the regular school program or be a self-contained
8 program within a school. Alternative programs shall include, but are not limited to, the following: in-
9 school suspension, Saturday or before/after school suspension, and county-wide alternative learning
10 center.

11 The alternative school and/or programs shall be operated in accordance with state laws and the rules of
12 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with
13 the instructional programs at the student's home school.² The director of schools shall develop
14 procedures that provide appropriate educational opportunities for all students assigned to an the
15 alternative education program. These educational opportunities shall utilize adhere to Tennessee's
16 academic standards.² ~~, incorporate innovative teaching strategies, deliver research-based instructional
17 techniques, and provide the resources necessary to foster student learning and achievement.³~~

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

- 20 ~~1. Alternative school(s) or program(s) currently in collaboration with Williamson County Schools
21 and Williamson County Juvenile Services;~~
- 22
- 23 ~~2. Number and grade level of students served in an alternative education program;~~
- 24
- 25 ~~3. Primary reason for student assignment to an alternative education program; and~~
- 26
- 27 ~~4. Number of faculty and staff serving each alternative education program.~~

28 ASSIGNMENT³

29 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the
30 alternative school or program if there is staff and space available.³ Availability of staff and space shall
31 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall
32 make this determination by evaluating factors including, but not limited to, the following:

1 1. Level of supervision available;

2
3 2. Safety considerations; and

4
5 3. Type of infraction.

6 Students who have committed zero tolerance offenses are not required to be assigned to alternative
7 schools or programs.⁴

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

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

16 Attendance in alternative school programs shall be mandatory, and students attending an alternative
17 school shall provide their own transportation.

18 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
19 student enrolled in ~~an alternative education program~~ the alternative school.

20 **REMOVAL⁷**

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

22 1. He/she violates the rules of the alternative school or program; or

23
24 2. He/she is not benefitting from the assignment and all interventions have been exhausted
25 unsuccessfully.

26 **ADDITIONAL OFFENSES⁸**

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

30 **TRANSITION PLANS^{3 9}**

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

Legal References

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

Cross References

Special Education 4.202
Suspension/Expulsion/Remand 6.316
Student Disciplinary Hearing Authority 6.317
Students with Disabilities - Special Education ~~Students~~
Services 6.500

Franklin Special Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Alternative School Programs	Descriptor Code: 6.319	Issued Date: 06/11/18
		Rescinds:	Issued:

1 *General*

2 The board shall have provisions for an alternative school program for students in grades seven through
3 eight (7-8) who have been suspended or expelled from regular school programs. In addition, the board
4 may provide for an alternative school program for grades one through six (1-6) as necessary.¹

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

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

13 Annually, the director of schools/designee shall submit the following information to the Department of
14 Education:³

- 15 1. Alternative school(s) or program(s) currently in collaboration with Williamson County Schools
16 and Williamson County Juvenile Services;
- 17
- 18 2. Number and grade level of students served in an alternative education program;
- 19
- 20 3. Primary reason for student assignment to an alternative education program; and
- 21
- 22 4. Number of faculty and staff serving each alternative education program.

23 **ASSIGNMENT³**

24 Prior to the assignment of the student to an alternative school program, the director of schools/designee
25 shall provide written notice to the student’s parent/guardian stating the reason for the student’s
26 placement.

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

1 Attendance in alternative school programs shall be mandatory, and students attending an alternative
2 school shall provide their own transportation.

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

5 **TRANSITION PLANS³**

6 The director of schools/designee shall develop procedures regarding the implementation of transition
7 plans for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302

Cross References

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

1.200 METHOD OF ELECTION OF OFFICERS – *1st Reading*

This policy revision has been requested. TSBA has provided recommended language.

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: <i>Pending</i>
		Rescinds: 1.200	Issued: 09/11/00

1 ***General***

2 At the first regular meeting in September each year, the board shall organize by electing a chair¹, a vice
3 chair, secretary and treasurer to serve one-year terms or until a successor is named or they are no
4 longer members of the board. In the event that an officer's seat on the board is vacated, the board shall
5 elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible for
6 re-election.

7 If the office of chair is vacated prior to the expiration of the annual term, the vice chair shall assume all
8 responsibilities of the chair until a new chair is elected.

9 If no officer of the Board is serving at the time of the organizational meeting, any member shall call
10 the meeting to order and preside until a chair is elected as the first order of business.

11 **REMOVAL FROM OFFICE**

12 Any officer may be removed from his/her position by a majority vote of the board.

Legal References

1. TCA 49-2-202(c)(2)

Franklin Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 09/11/00
		Rescinds: 1.200	Issued: 09/14/98

- 1 At the first regular meeting in September each year, the board shall organize by electing a chair¹, a vice
- 2 chair, secretary and treasurer to serve one-year terms or until a successor is named or they are no
- 3 longer members of the board. In the event that an officer's seat on the board is vacated, the board shall
- 4 elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible for
- 5 re-election.

- 6 If the office of chair is vacated prior to the expiration of the annual term, the vice chair shall assume all
- 7 responsibilities of the chair until a new chair is elected.

- 8 If no officer of the Board is serving at the time of the organizational meeting, any member shall call
- 9 the meeting to order and preside until a chair is elected as the first order of business.

Legal References

1. TCA 49-2-202(c)(2)

3.500 FOOD SERVICE MANAGEMENT – *1st Reading*

This revision request is based on recommendations from the Chef Ann trainings with the Child Nutrition Program this past school year as well as aligning policy with CNP goals.

Franklin Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: Proposed
		Rescinds: 3.500	Issued: 07/17/17

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and
 2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of
 3 foods and will meet all state and federal and local requirements necessary for participation.¹ The School
 4 Nutrition Program shall provide the highest quality food possible. The School Nutrition Program will
 5 move toward a scratch cooking model, will limit to the degree possible the offering of products with
 6 high fructose corn syrup, added trans fats, colors and dyes and unnecessary additives as budget
 7 allocations allow.

8 The system's child nutrition supervisor will oversee the program. All products and services necessary
 9 for the operation of the school nutrition department shall be procured using a procurement plan which
 10 must comply with federal and state purchasing procedures. The system's child nutrition supervisor is to
 11 purchase locally sourced items when possible if they meet required nutritional guidelines and are within
 12 the program's operational budget.

13 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and
 14 Vegetable Program, School Breakfast Program, Seamless Summer Option, Afterschool Snack Program,
 15 and At Risk Supper Program. Meals and snacks that are offered shall meet the federal requirements for
 16 reimbursement as defined by federal regulations.²

17 As required for participation in the School Nutrition Programs, the board agrees to the following:

- 18 1. Meals must be made available to all students in attendance.
- 19 2. Free and reduced-price meals/snacks must be made available to students who are determined
 20 eligible for these benefits.

21 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
 22 other students during food service.

23 Students will be permitted to bring their lunches from home and to purchase allowable beverages and à
 24 la carte items at school. Breakfasts and lunches brought from outside food service facilities will not be
 25 permitted to be consumed in the cafeteria.

26 Procedures for implementing guidelines established by the State Department of Education, School
 27 Nutrition Program are on file in the district food service procedures manual.

28 *Students Requesting Modified Meals*

29 The School Nutrition Program shall make reasonable modifications to accommodate children with
 30 disabilities. These modifications will be made on a case-by-case basis when supported by a written

1 statement from a licensed healthcare professional who is authorized to write prescriptions under State
2 law.

3 The director of schools shall develop procedures for notifying parents/guardians of the process for
4 requesting meal modification, and arrange for an impartial hearing process to resolve grievances related
5 to requests for modifications based on a disability.

6 *Competitive Foods*

7 The sale of competitive foods must comply with all local procedures, but at a minimum must be as
8 stringent as the current State and federal regulations concerning competitive foods.³

9 *Charging Meals - Students*

10 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge
11 the meal.

12 The director of schools shall ensure that this policy is provided in writing to all households at the start
13 of each school year and to households that transfer to the school during the school year.

14 *Charging Meals – Faculty and Staff members*

15 Faculty and staff charges must be paid for by the end of the month in which they are incurred.

16 *Collection of Unpaid Meal Charges*

17 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
18 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
19 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
20 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board. Upon
21 recommendation of the director, the board may classify delinquent debt as bad debt, which shall be
22 considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

- Deposit of Funds 2.500
Financial Reports and Records 2.701

Franklin Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 07/17/17
		Rescinds: 3.500	Issued: 08/13/12

1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and
2 regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of
3 foods and will meet all state and federal and local requirements necessary for participation.¹

4 The system's child nutrition supervisor will oversee the program. All products and services necessary
5 for the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.

7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and
8 Vegetable Program, School Breakfast Program, Seamless Summer Option, Afterschool Snack Program,
9 and At Risk Supper Program. Meals and snacks that are offered shall meet the federal requirements for
10 reimbursement as defined by federal regulations.²

11 As required for participation in the School Nutrition Programs, the board agrees to the following:

- 12 1. Meals must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined
14 eligible for these benefits.

15 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
16 other students during food service.

17 Students will be permitted to bring their lunches from home and to purchase allowable beverages and à
18 la carte items at school. Breakfasts and lunches brought from outside food service facilities will not be
19 permitted to be consumed in the cafeteria.

20 Procedures for implementing guidelines established by the State Department of Education, School
21 Nutrition Program are on file in the district food service procedures manual.

22 *Students Requesting Modified Meals*

23 The School Nutrition Program shall make reasonable modifications to accommodate children with
24 disabilities. These modifications will be made on a case-by-case basis when supported by a written
25 statement from a licensed healthcare professional who is authorized to write prescriptions under State
26 law.

27 The director of schools shall develop procedures for notifying parents/guardians of the process for
28 requesting meal modification, and arrange for an impartial hearing process to resolve grievances related
29 to requests for modifications based on a disability.

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum must be as
3 stringent as the current State and federal regulations concerning competitive foods.³

4 *Charging Meals - Students*

5 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to charge
6 the meal.

7 The director of schools shall ensure that this policy is provided in writing to all households at the start
8 of each school year and to households that transfer to the school during the school year.

9 *Charging Meals – Faculty and Staff members*

10 Faculty and staff charges must be paid for by the end of the month in which they are incurred.

11 *Collection of Unpaid Meal Charges*

12 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
13 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
14 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
15 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board. Upon
16 recommendation of the director, the board may classify delinquent debt as bad debt, which shall be
17 considered uncollectable and categorized as an operating loss.⁴

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06-.04
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR 200.426

Cross References

- Deposit of Funds 2.500
Financial Reports and Records 2.701

5.1061 BACKGROUND INVESTIGATIONS – *1st Reading*

This policy revision brings the policy up to current practice. The district does not reimburse the applicant for the background check.

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Background Investigations	Descriptor Code: 5.1061	Issued Date: Proposed
		Rescinds: 5.1061	Issued: 08/13/18

1 *General*2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

3 The director of schools/designee shall develop any necessary corresponding procedures.

4 **APPLICANTS AND EMPLOYEES**

5 To ensure the safety and welfare of students and staff, the district shall require criminal history
6 background checks and fingerprinting of applicants for teaching positions and any other positions that
7 require proximity to children. Further, applicants who (1) have been identified by the Department of
8 Children's Services (DCS) as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are
10 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health (DOH)
11 shall not be employed.² Any costs incurred to perform these background checks and fingerprinting shall
12 be paid by the applicant. ~~The board shall reimburse the applicant if the position is offered and accepted.~~³

13 Background checks shall be required of these employees at least once every five (5) years after the date
14 of hire.¹15 **USE AND DISSEMINATION**16 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
17 criminal history record checks for non-criminal justice purposes.⁴ The director of schools shall ensure
18 the Originating Agency Identifier number is on file at all times.19 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be solely
20 used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
21 confidential and only accessible to district personnel identified by the director of schools. CHRI shall
22 only be accessed by authorized personnel in the performance of their duties and shall never be released
23 to the public.24 All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction
25 of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on
26 the subject. The training shall provide those with access to CHRI with a working knowledge of federal
27 and state regulations and laws governing the security and processing of criminal history information.
28 The director of schools is responsible for ensuring that authorized personnel receive such training within
29 sixty (60) days of employment or job assignment and every three (3) years.

1 **RETENTION AND SECURITY**

2 The director of schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in
3 which CHRI is processed and handled shall be restricted to authorized personnel identified by the
4 director of schools. The area shall be out of the view of the public and unauthorized personnel. The
5 director of schools shall maintain a list of all employees who have access to, can process, disseminate,
6 and/or destroy CHRI.

7 **DISPOSAL OF CHRI**

8 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering
9 the information unreadable. Record destruction shall be conducted under the supervision of the director
10 of schools.

11 **MISUSE**

12 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
13 including termination. Any employee with knowledge of misuse shall immediately report a violation to
14 the director of schools.
15

Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;
TCA 49-5-413(a)(2), (e)
- ~~3. TCA 49-5-413(e)~~
4. 34 USCA § 40316

Cross References

Application and Employment 5.106

Franklin Special Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Background Investigations	Descriptor Code: 5.1061	Issued Date: 08/13/18
		Rescinds: 5.1061	Issued: 10/19/15

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹

3 The director of schools/designee shall develop any necessary corresponding procedures.

4 **APPLICANTS AND EMPLOYEES**

5 To ensure the safety and welfare of students and staff, the district shall require criminal history
6 background checks and fingerprinting of applicants for teaching positions and any other positions that
7 require proximity to children. Further, applicants who (1) have been identified by the Department of
8 Children’s Services (DCS) as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are
10 listed on the state’s abuse of vulnerable persons registry maintained by the Department of Health (DOH)
11 shall not be employed.² Any costs incurred to perform these background checks and fingerprinting shall
12 be paid by the applicant. The board shall reimburse the applicant if the position is offered and accepted.³

13 Background checks shall be required of these employees at least once every five (5) years after the date
14 of hire.¹

15 **USE AND DISSEMINATION**

16 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
17 criminal history record checks for non-criminal justice purposes.⁴ The director of schools shall ensure
18 the Originating Agency Identifier number is on file at all times.

19 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be solely
20 used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
21 confidential and only accessible to district personnel identified by the director of schools. CHRI shall
22 only be accessed by authorized personnel in the performance of their duties and shall never be released
23 to the public.

24 All persons directly associated with the accessing, maintaining, processing, dissemination, or destruction
25 of CHRI shall sign an awareness statement and shall indicate that they have been specially trained on
26 the subject. The training shall provide those with access to CHRI with a working knowledge of federal
27 and state regulations and laws governing the security and processing of criminal history information.
28 The director of schools is responsible for ensuring that authorized personnel receive such training within
29 sixty (60) days of employment or job assignment and every three (3) years.

1 **RETENTION AND SECURITY**

2 The director of schools shall develop procedures to ensure CHRI is stored in a secure location. Areas in
3 which CHRI is processed and handled shall be restricted to authorized personnel identified by the
4 director of schools. The area shall be out of the view of the public and unauthorized personnel. The
5 director of schools shall maintain a list of all employees who have access to, can process, disseminate,
6 and/or destroy CHRI.

7 **DISPOSAL OF CHRI**

8 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods rendering
9 the information unreadable. Record destruction shall be conducted under the supervision of the director
10 of schools.

11 **MISUSE**

12 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
13 including termination. Any employee with knowledge of misuse shall immediately report a violation to
14 the director of schools.

15

Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;
TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(c)
4. 34 USCA § 40316

Cross References

Application and Employment 5.106

6.207 WITHDRAWALS – *1st Reading*

This policy revision is requested as part of the review of Section 6 policies, adding to policy a requested timeline and designates responsibility before records leave the school.

Franklin Special Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Withdrawals	Descriptor Code: 6.207	Issued Date: Proposed
		Rescinds: 6.207	Issued: 10/14/13

1 The Director of Schools shall develop procedures and forms to ensure adequate notification and
2 subsequent documentation of the withdrawal of students from school.

3 Parents/guardians shall notify the principal at least ten (10) school days prior to withdrawal of a
4 student.

5 The principal/designee shall ensure that all information is completed on a student's record before a
6 transcript is sent to another school.

Cross References

Student Records 6.600

Fees and Fines 6.709

Notice of Withdrawal 6.207.1

Franklin Special Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Withdrawals	Descriptor Code: 6.207	Issued Date: 10/14/13
		Rescinds: 6.207	Issued: 09/14/98

- 1 The Director of Schools shall develop procedures and forms to ensure adequate notification and subsequent documentation of the withdrawal of students from school.
- 2

Cross References

Student Records 6.600

6.303 INTERROGATIONS AND SEARCHES – *1st Reading*

This policy has been reviewed as part of the behavior and discipline group of policies currently up for 1st Reading. Updates to the policy are consistent with state law. The section on searches has been moved to the procedures manual to separate from policy. Procedures for this policy have been reviewed by TSBA to ensure compliance with provisions of TCA 49-6-4201.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: Proposed
		Rescinds: 6.303	Issued: 09/10/01

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning ~~must~~ shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student ~~being questioned~~. Any
5 student answering falsely; ~~or~~ evasively or refusing to answer a ~~proper~~ question may be subject to
6 disciplinary action, including suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student; without the presence of parent(s)/guardian(s) ~~or legal custodians~~
9 ~~and without giving the student constitutional warnings~~.

10 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

11 If the principal has requested assistance by ~~the police department~~ law enforcement to investigate a
12 crime involving his/her school, the police ~~shall have permission to~~ may interrogate a student suspect in
13 school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) ~~or legal~~
14 ~~custodians~~ of the student ~~of the intended interrogation~~ unless circumstances require otherwise.
15 However, the interrogation may proceed without attendance of the parent(s)/guardian(s) ~~or legal~~
16 ~~custodians~~. ~~and~~ the principal/ ~~or his/her~~ designee shall be present during the interrogation.

17 ~~The use of police women or female staff members is desirable in the interrogation of female students.~~

19 POLICE-INITIATED INTERROGATIONS

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

27 SEARCHES BY SCHOOL PERSONNEL

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

1
2 Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing
3 on school property or in the actual or constructive possession of any student during any organized
4 school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in*
5 *the school parking lot that vehicles parked on school property by students or visitors are subject to*
6 *search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she
7 receives information which would cause a reasonable belief that the search will lead to the discovery
8 of:

- 9 1. Evidence of any violation of the law;
- 10 2. Evidence of any violation of school rules or regulations or proper standards of student or
11 faculty conduct;
- 12 3. Any object or substance which, because of its presence, presents an immediate danger of harm
13 or illness to any person.

14 A student using a locker that is the property of the school system does not have the right of privacy in
15 that locker or its contents. All lockers or other storage areas provided for student use on school
16 premises remain the property of the school system and are provided for the use of students subject to
17 inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and*
18 *other storage areas are school property and are subject to search.*

19 A student may be subject to physical search or a student's pocket, purse or other container may be
20 required to be emptied because of the results of a locker search, or because of information received
21 from a teacher, staff member or other student if such action is reasonable to the principal. All of the
22 following standards of reasonableness shall be met:

- 23 1. A particular student has violated policy;
- 24 2. The search could be expected to yield evidence of the violation of school policy or disclosure
25 of a dangerous weapon or drug;
- 26 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
27 safety, supervision and education of students;
- 28 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
- 29 5. The search shall be reasonably related to the objectives of the search and not excessively
30 —intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged
31 to have been committed.
- 32 6. A physical search shall be conducted in the presence of an adult witness.

33 **USE OF ANIMALS**

34
35 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
36 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched
37 and shall not be used to search the persons of students, employees, or visitors.

38 **USE OF METAL DETECTORS**

1 ~~In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use~~
2 ~~of hand-held or walk-through metal detectors to check a student's person or personal effects as~~
3 ~~follows:~~

4 ~~School officials or law enforcement officers may conduct metal detector checks of groups of~~
5 ~~individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all~~
6 ~~students in a randomly selected class; or every third individual entering an athletic event). Metal~~
7 ~~detector checks of groups of individuals may not be used to single out a particular individual or~~
8 ~~category of individuals.~~

9 ~~If a school official or a law enforcement officer has reasonable suspicion to believe that a particular~~
10 ~~student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may~~
11 ~~conduct a metal detector check of the student's person and personal effects.~~

12 ~~A student's failure to permit a metal detector check as provided in this policy will be considered~~
13 ~~grounds for disciplinary action including possible suspension.~~

14 ~~The director of schools shall develop procedures for use of metal detectors.~~

15 ~~SEARCHES BY POLICE~~

16 ~~If public health or safety is involved, upon request of the principal who shall be present, police officers~~
17 ~~may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for~~
18 ~~drugs, weapons or items of an illegal or prohibited nature.~~

19 ~~If the principal has received reliable information which he/she believes to be true that evidence of a~~
20 ~~crime or of stolen goods, not involving school property of members of the school staff or student body,~~
21 ~~is located on school property and that any search for such evidence or goods would be unrelated to~~
22 ~~school discipline or to the health and safety of a student or the student body, he/she shall request police~~
23 ~~assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.~~

24 ~~Anything found in the course of the search conducted in accordance with this policy which is evidence~~
25 ~~of a violation of the law or a violation of student conduct standards may be:~~

- 26 ~~1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It~~
27 ~~should be tagged for identification at the time it is seized and kept in a secure place by the~~
28 ~~principal or the principal's designee until it is presented at the hearing. At the discretion of the~~
29 ~~principal, the items seized may be returned to the parent or guardian of a student or, if it has no~~
30 ~~significant value, the item may be destroyed, but only with the express written permission of~~
31 ~~the director of schools.~~
- 32
33 ~~2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or~~
34 ~~drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement~~
35 ~~official after completion of an administrative proceeding at which its presence is reasonably~~
36 ~~required.~~

1 ~~Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her~~
2 ~~designee may request the assistance of a law enforcement officer to:~~

3 ~~1. Search any area of the school premises, any student or any motor vehicle on the school~~
4 ~~premises; or~~

5
6 ~~2. Identify or dispose of anything found in the course of a search conducted in accordance with~~
7 ~~this policy.~~

8 ~~The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect~~
9 ~~that criminal evidence is about to be uncovered.~~

Legal References

1. ~~TCA 49-6-4202 through TCA 49-6-4212~~
~~TCA 49-6-4201 et seq.~~

Cross References

Procedural Due Process 6.302
~~Child Abuse and Neglect~~
Reporting Child Abuse 6.409

Searches by School Personnel 6.303.1
Searches by Metal Detectors & Trained Animals 6.303.2
Student Search Form 6.303.3

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 09/10/01
		Rescinds: 6.303	Issued: 11/09/98

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any
5 student answering falsely, evasively or refusing to answer a proper question may be subject to
6 disciplinary action, including suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians
9 and without giving the student constitutional warnings.

10 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

11 If the principal has requested assistance by the police department to investigate a crime involving
12 his/her school, the police shall have permission to interrogate a student suspect in school during school
13 hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the
14 student of the intended interrogation unless circumstances require otherwise. The interrogation may
15 proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her
16 designee shall be present during the interrogation.

17
18 The use of police women or female staff members is desirable in the interrogation of female students.

19 POLICE-INITIATED INTERROGATIONS

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

27 SEARCHES BY SCHOOL PERSONNEL

28 Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing
29 on school property or in the actual or constructive possession of any student during any organized
30 school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in*

1 *the school parking lot that vehicles parked on school property by students or visitors are subject to*
2 *search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she*
3 *receives information which would cause a reasonable belief that the search will lead to the discovery*
4 *of:*

- 5 1. Evidence of any violation of the law;
- 6 2. Evidence of any violation of school rules or regulations or proper standards of student or
7 faculty conduct;
- 8 3. Any object or substance which, because of its presence, presents an immediate danger of harm
9 or illness to any person.

10 A student using a locker that is the property of the school system does not have the right of privacy in
11 that locker or its contents. All lockers or other storage areas provided for student use on school
12 premises remain the property of the school system and are provided for the use of students subject to
13 inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and*
14 *other storage areas are school property and are subject to search.*

15 A student may be subject to physical search or a student's pocket, purse or other container may be
16 required to be emptied because of the results of a locker search, or because of information received
17 from a teacher, staff member or other student if such action is reasonable to the principal. All of the
18 following standards of reasonableness shall be met:

- 19 1. A particular student has violated policy;
- 20 2. The search could be expected to yield evidence of the violation of school policy or disclosure
21 of a dangerous weapon or drug;
- 22 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
23 safety, supervision and education of students;
- 24 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
- 25 5. The search shall be reasonably related to the objectives of the search and not excessively
26 intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged
27 to have been committed.
- 28 6. A physical search shall be conducted in the presence of an adult witness.

29 **USE OF ANIMALS**

30
31 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
32 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched
33 and shall not be used to search the persons of students, employees, or visitors.

34 **USE OF METAL DETECTORS**

35 In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use
36 of hand-held or walk-through metal detectors to check a student's person or personal effects as
37 follows:

1 School officials or law enforcement officers may conduct metal detector checks of groups of
2 individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all
3 students in a randomly selected class; or every third individual entering an athletic event). Metal
4 detector checks of groups of individuals may not be used to single out a particular individual or
5 category of individuals.

6 If a school official or a law enforcement officer has reasonable suspicion to believe that a particular
7 student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may
8 conduct a metal detector check of the student's person and personal effects.

9 A student's failure to permit a metal detector check as provided in this policy will be considered
10 grounds for disciplinary action including possible suspension.

11 The director of schools shall develop procedures for use of metal detectors.

12 **SEARCHES BY POLICE**

13 If public health or safety is involved, upon request of the principal who shall be present, police officers
14 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for
15 drugs, weapons or items of an illegal or prohibited nature.

16 If the principal has received reliable information which he/she believes to be true that evidence of a
17 crime or of stolen goods, not involving school property of members of the school staff or student body,
18 is located on school property and that any search for such evidence or goods would be unrelated to
19 school discipline or to the health and safety of a student or the student body, he/she shall request police
20 assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

21 Anything found in the course of the search conducted in accordance with this policy which is evidence
22 of a violation of the law or a violation of student conduct standards may be:

- 23 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
24 should be tagged for identification at the time it is seized and kept in a secure place by the
25 principal or the principal's designee until it is presented at the hearing. At the discretion of the
26 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
27 significant value, the item may be destroyed, but only with the express written permission of
28 the director of schools.
- 29 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
30 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement
31 official after completion of an administrative proceeding at which its presence is reasonably
32 required.
- 33

34 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her
35 designee may request the assistance of a law enforcement officer to:

- 1 1. Search any area of the school premises, any student or any motor vehicle on the school
2 premises; or
3
4 2. Identify or dispose of anything found in the course of a search conducted in accordance with
5 this policy.

6 The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect
7 that criminal evidence is about to be uncovered.

Legal References:

1. TCA 49-6-4202 through TCA 49-6-4212

Cross References:

Procedural Due Process 6.302
Child Abuse and Neglect 6.409

6.3071 ALCOHOL AND DRUG USE – *1st Reading*

This policy has been reviewed as part of the behavior and discipline group of policies, and is being revised to bring it up to date as well as move the “Situations and Responses” portion of the policy to the procedures manual as part of our ongoing creation of that district resource.

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Alcohol and Drug Use	Descriptor Code: 6.3071	Issued Date: Proposed
		Rescinds: 6.3071	Issued: 08/15/00

1 **PREFACE**

2 This policy and its associated guidelines are an effort by the school district to respond effectively to the
3 potential and current use and abuse of alcohol and drugs by members of the school population.

4 **STATEMENT OF POLICY**

5 The possession and/or use of illegal drugs and the misuse of prescription drugs is prohibited. The
6 distribution, abuse, or misuse of over the counter medications or other chemicals or substances is
7 likewise prohibited. The school district will work through curriculum and classroom activity,
8 administrative and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of
9 alcohol and drugs by members of the school population.

10 These guidelines and rules have been created as one part of the alcohol and drug policy. They are
11 intended to provide a consistent means to effectively respond to alcohol and drug situations which may
12 occur at school or in off campus settings related to school (such as travel to and from school) or at school-
13 sponsored events. They have been written with due consideration for legal rights and responsibilities of
14 administrators, faculty, students and parents who may find themselves involved in such situations.

15 **INVESTIGATIONS**

16 Whenever there is any reasonable suspicion of alcohol or drug abuse, the principal or the principals'
17 designee should be involved in the investigation. The investigation may include a search, and should
18 almost always include questioning of the student(s) involved.

19 A student's locker is considered school property and may be searched at any time. At times, it will be
20 necessary to search the student's belongings or person. Although the student's consent is not required
21 when there is reasonable suspicion that the search will result in the discovery of alcohol, drugs or
22 paraphernalia, the school official should always first request that the student volunteer any drugs,
23 substances or paraphernalia. Any search should be conducted in the presence of another school staff
24 member or the student's parent as a witness.

25 **CONFIDENTIALITY**

26 The privacy of student should be respected. Communication regarding alcohol and drug situations that
27 call for referral or disciplinary action should be limited to those individuals who need to know, as
28 suggested in the following guidelines.

SITUATIONS AND RESPONSES (SECTION MOVED TO PROCEDURE MANUAL)**1. ~~Student volunteers information about his own alcohol or drug use or seeks help.~~***~~Immediate Action~~*

~~—A staff member may report such an incident to or request advice from the school counselor or nurse, or another staff member trained in alcohol and drug resources. The student should be fully informed of services that are available, his rights to receive the service and of the confidentiality to which he is entitled. The student should be encouraged to seek such help. Any staff member involved in this circumstance is obligated to guard the confidentiality of the student.~~

~~Notification of Parent~~

~~—Notification of parent is not required. Parent involvement should be the discretion of the student unless there appears any danger to student or others.~~

~~Discipline~~

~~—There is no need for disciplinary action in this situation.~~

~~Notification of Police~~

~~—Involvement of law enforcement is not warranted in this situation.~~

~~—Comment: All staff should be informed about their rights and responsibilities in this situation. Too often, fear of liability prevents a staff member from becoming involved. Accurate information and referral procedures should be provided to all staff members.~~

2. ~~Students expresses concern about possible use/abuse of alcohol or drugs by an unnamed "friend."~~*~~Immediate Action~~*

~~—Any response must be made in consideration of the indirect source of the information. Such a student should be encouraged to relay information about help and student rights to the student with the problem.~~

~~Notification of Parent~~

~~—Notification of parent is not required. Such information will generally be maintained on a one-to-one basis, although the school counselor, nurse, or staff member trained in alcohol and drug resources may be contacted.~~

1
2 ~~— *Discipline*~~

3
4 ~~— There is no need for disciplinary action in this situation.~~

5
6 ~~— *Notification of Police*~~

7 ~~— Involvement of law enforcement is not warranted in this situation.~~

8
9 ~~— *Intervention*~~

10
11 ~~— The student who contacts a staff member should be encouraged to persuade the student with the~~
12 ~~problem to contact someone who can help.~~

13
14 ~~— Comment: — It must be remembered that a student who discusses a "friend" may be looking~~
15 ~~for help himself. Staff should be aware of this possibility and the likelihood that~~
16 ~~they are being tested as a source of help. A positive approach is important. A~~
17 ~~familiarity with appropriate responses will be helpful.~~

18
19 ~~3. **Student expresses concern about possible use/abuse of alcohol or drugs by another**~~
20 ~~**student and provides the student's name for the purpose of getting help for him.**~~

21
22 ~~— *Immediate Action*~~

23
24 ~~— The staff person should encourage the student who contacted him to try and persuade the~~
25 ~~named student to contact the staff member directly, or to contact a staff member designated as~~
26 ~~trained in alcohol and drug resources.~~

27
28 ~~— If the named student initiates contact with a staff member concerning his own alcohol or drug~~
29 ~~use, the staff member contacted should follow procedures outlined in situation No. 1.~~

30
31 ~~— *Notification of Parent*~~

32
33 ~~— Notification of parent is not required. Parent involvement should be at the discretion of the~~
34 ~~student unless there appears any danger to student or others.~~

35
36 ~~— *Discipline*~~

37
38 ~~— There is no need for disciplinary action in this situation.~~

39
40 ~~— *Notification of Police*~~

41
42 ~~— Involvement of law enforcement is not warranted in this situation.~~

43
44 ~~— *Intervention*~~

1 ~~—If the first student was unsuccessful at getting the named student to seek assistance directly, the~~
2 ~~staff member should initiate the contact to discuss the concern and/or refer the student to a staff~~
3 ~~member trained in alcohol and drug resources. The student should be fully informed of~~
4 ~~services that are available, his right to receive the service, and of the confidentiality to which he~~
5 ~~is entitled. The student should be encouraged to seek such help. Any staff member involved~~
6 ~~in this circumstance is obligated to guard the confidentiality of the student.~~
7

8 ~~—Comment:—The confidentiality of information in this case is the responsibility of the staff~~
9 ~~member who has been contacted. No contact further than the school counselor,~~
10 ~~school nurse, or staff member trained in alcohol and drug resources should be~~
11 ~~made.~~
12

13 **4. ~~Student demonstrates some of the signs of possible alcohol or drug involvement (such as~~**
14 **~~sudden drop in grades, change of friends, abrupt mood swings, etc.) but no evidence of~~**
15 **~~immediate danger to self or others.~~**
16

17 ~~—*Immediate Action*~~

18
19 ~~—The student should be encouraged to seek available assistance through the school counselor or~~
20 ~~another staff member trained in resources for youth. The staff member is obligated to respect~~
21 ~~the confidentiality right of the student.~~
22

23 ~~—*Notification of Parent*~~

24
25 ~~—Notification of parent about possible alcohol or drug use is not required in this situation. Parent~~
26 ~~involvement should be at the discretion of the student.~~
27

28 ~~—*Discipline*~~

29
30 ~~—Discipline is not warranted in this situation.~~
31

32 ~~—*Notification of Police*~~

33
34 ~~—Involvement of law enforcement is not warranted.~~
35

36 ~~—*Intervention*~~

37
38 ~~—Early intervention services for high risk youth may be appropriate in this situation.~~
39

40 ~~—Comment:—Although it is not always clear how far a school may go in this situation, these~~
41 ~~recommendations take into consideration the strong potential for~~
42 ~~misinterpretation of a student's behavior as actual drug use.~~
43

44 **5. ~~Student is impaired and drug or alcohol use is suspected.~~**
45

46 ~~—*Immediate Action*~~

1
2
3 ~~—All standard health and first aid procedures will be followed. The school nurse, or staff~~
4 ~~member responsible for handling medical emergencies, should be summoned immediately.~~
5 ~~The student should not be left alone. If the student must be taken to a medical facility, he will~~
6 ~~be accompanied by a designed of the principal.~~

7
8 ~~—The student should be questioned about his drug ingestion and an immediate effort should be~~
9 ~~made to ascertain the names of other students who may be exposed to drugs and/or alcohol and~~
10 ~~the location of any remaining quantities of these substances. A reasonable effort should be~~
11 ~~made to obtain the unused substances before they can be ingested by other students.~~

12 ~~—~~
13 ~~*Notification of Parent*~~

14 ~~—Parents will immediately be notified of the incident as a health problem or medical emergency.~~
15 ~~Notification will include a description of the situation and the symptoms; the parent will also be~~
16 ~~notified of the student's suspension in accordance with the Franklin Special District disciplinary~~
17 ~~procedures and paragraph on (5) Discipline below.~~

18
19 ~~—~~
20 ~~*Disposition of Substances*~~

21 ~~—Any drugs discovered in an emergency situation should be turned over by the school principal~~
22 ~~or the principal's designee to medical personnel for identification and aid in the treatment of the~~
23 ~~emergency. In all other situation, drugs and /or paraphernalia will be turned over to police.~~

24
25 ~~—~~
26 ~~*Discipline*~~

27 ~~—Evidence of drug and/or alcohol ingestion at school or causing a student to be impaired at~~
28 ~~school is a violation of this Board's zero tolerance policy. The student shall be disciplined~~
29 ~~under the procedures of policy 6.302.~~

30
31 ~~—~~
32 ~~*Notification of Police*~~

33 ~~—Tennessee law requires notification of police in any situation where there is evidence of the~~
34 ~~possession of drugs in school. This reporting requirement includes submitting the name of the~~
35 ~~student to the police. In emergency situations, police will be notified that drugs were turned~~
36 ~~over to medical personnel.~~

37
38 ~~—~~
39 ~~*Intervention*~~

40 ~~—The school will recommend to the parent that the student be assessed to determine the extent of~~
41 ~~alcohol or drug involvement and the appropriated level of counseling or treatment needed.~~

42
43 ~~6. Student possesses alcohol or drugs at school, on the way to and from school, or at a school~~
44 ~~sponsored event or activity, including legend or prescription drugs which have not been~~
45 ~~prescribed for his personal use, or paraphernalia.~~
46

1 — *Immediate Action*

2
3 — ~~The staff member who discovers the drugs/paraphernalia will summon the principal, or~~
4 ~~designee, or escort the student to the principal's office. The student will be interrogated and the~~
5 ~~student's locker will be searched according to policy. The principal, or designee, will request~~
6 ~~that the student empty his/her pockets or purse and volunteer all drugs and/or paraphernalia.~~

7
8 — ~~If the student refuses to cooperate, police may be called in to conduct a search.~~

9
10 — *Notification of Parents*

11 — ~~The parent will be contacted immediately, the situation described, and a conference arranged.~~
12 ~~The parent will be informed that the school is required by state law to report the incident to the~~
13 ~~police.~~

14
15 — *Disposition of Substance*

16
17 — ~~Substance will be sealed, documented and turned over to police with a request for analysis.~~

18
19 — *Discipline*

20
21 — ~~Evidence of drug and/or alcohol ingestion at school or causing a student to be impaired at~~
22 ~~school is a violation of this Board's zero-tolerance policy. The student shall be disciplined under~~
23 ~~the procedures of policy 6.302.~~

Cross References

Alcohol and Drug Use Situations and Responses 6.3071.1

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Alcohol and Drug Use	Descriptor Code: 6.3071	Issued Date: 08/15/00
		Rescinds: 6.3071	Issued: 09/14/98

1 **PREFACE**

2 This policy and its associated guidelines are an effort by the school district to respond effectively to the
 3 potential and current use and abuse of alcohol and drugs by members of the school population.

4 **STATEMENT OF POLICY**

5 The school district will work through curriculum and classroom activity, administrative and faculty
 6 effort, and disciplinary procedures to prevent and intervene in the abuse of alcohol and drugs by
 7 members of the school population.

8 These guidelines and rules have been created as one part of the alcohol and drug policy. They are
 9 intended to provide a consistent means to effectively respond to alcohol and drug situations which may
 10 occur at school or in off campus settings related to school (such as travel to and from school) or at
 11 school-sponsored events. They have been written with due consideration for legal rights and
 12 responsibilities of administrators, faculty, students and parents who may find themselves involved in
 13 such situations.

14 **INVESTIGATIONS**

15 Whenever there is any reasonable suspicion of alcohol or drug abuse, the principal or the principals'
 16 designee should be involved in the investigation. The investigation may include a search, and should
 17 almost always include questioning of the students involved.

18 A student's locker is considered school property and may be searched at any time. At times, it will be
 19 necessary to search the student's belongings or person. Although the student's consent is not required
 20 when there is reasonable suspicion that the search will result in the discovery of alcohol, drugs, or
 21 paraphernalia, the school official should always first request that the student volunteer any drugs,
 22 substances, or paraphernalia. Any search should be conducted in the presence of another school staff
 23 member or the student's parent as a witness.

24 **CONFIDENTIALITY**

25 The privacy of student should be respected. Communication regarding alcohol and drug situations that
 26 call for referral or disciplinary action should be limited to those individuals who need to know, as
 27 suggested in the following guidelines.

SITUATIONS AND RESPONSES

1. Student volunteers information about his own alcohol or drug use or seeks help.

Immediate Action

A staff member may report such an incident to or request advice from the school counselor or nurse, or another staff member trained in alcohol and drug resources. The student should be fully informed of services that are available, his rights to receive the service and of the confidentiality to which he is entitled. The student should be encouraged to seek such help. Any staff member involved in this circumstance is obligated to guard the confidentiality of the student.

Notification of Parent

Notification of parent is not required. Parent involvement should be the discretion of the student unless there appears any danger to student or others.

Discipline

There is no need for disciplinary action in this situation.

Notification of Police

Involvement of law enforcement is not warranted in this situation.

Comment: All staff should be informed about their rights and responsibilities in this situation. Too often, fear of liability prevents a staff member from becoming involved. Accurate information and referral procedures should be provided to all staff members.

2. Student expresses concern about possible use/abuse of alcohol or drugs by an unnamed "friend."

Immediate Action

Any response must be made in consideration of the indirect source of the information. Such a student should be encouraged to relay information about help and student rights to the student with the problem.

Notification of Parent

Notification of parent is not required. Such information will generally be maintained on a one-to-one basis, although the school counselor, nurse, or staff member trained in alcohol and drug resources may be contacted.

1 *Discipline*
2

3 There is no need for disciplinary action in this situation.
4

5 *Notification of Police*
6

7 Involvement of law enforcement is not warranted in this situation.
8

9 *Intervention*
10

11 The student who contacts a staff member should be encouraged to persuade the student with the
12 problem to contact someone who can help.

13 Comment: I must be remembered that a student who discusses a "friend" may be looking
14 for help himself. Staff should be aware of this possibility and the likelihood that
15 they are being tested as a source of help. A positive approach is important. A
16 familiarity with appropriate responses will be helpful.
17

- 18 **3. Student expresses concern about possible use/abuse of alcohol or drugs by another**
19 **student and provides the student's name for the purpose of getting help for him.**
20

21 *Immediate Action*
22

23 The staff person should encourage the student who contacted him to try and persuade the
24 named student to contact the staff member directly, or to contact a staff member designated as
25 trained in alcohol and drug resources.
26

27 If the named student initiates contact with a staff member concerning his own alcohol or drug
28 use, the staff member contacted should follow procedures outlined in situation No. 1.
29

30 *Notification of Parent*
31

32 Notification of parent is not required. Parent involvement should be at the discretion of the
33 student unless there appears any danger to student or others.
34

35 *Discipline*
36

37 There is no need for disciplinary action in this situation.
38

39 *Notification of Police*
40

41 Involvement of law enforcement is not warranted in this situation.
42

43 *Intervention*
44

45 If the first student was unsuccessful at getting the named student to seek assistance directly, the
46 staff member should initiate the contact to discuss the concern and/or refer the student to a staff

1 member trained in alcohol and drug resources. The student should be fully informed of
2 services that are available, his right to receive the service, and of the confidentiality to which he
3 is entitled. The student should be encouraged to seek such help. Any staff member involved
4 in this circumstance is obligated to guard the confidentiality of the student.
5

6 Comment: The confidentiality of information in this case is the responsibility of the staff
7 member who has been contacted. No contact further than the school counselor,
8 school nurse, or staff member trained in alcohol and drug resources should be
9 made.

10
11 **4. Student demonstrates some of the signs of possible alcohol or drug involvement (such as**
12 **sudden drop in grades, change of friends, abrupt mood swings, etc.) but no evidence of**
13 **immediate danger to self or others.**
14

15 *Immediate Action*

16
17 The student should be encouraged to seek available assistance through the school counselor or
18 another staff member trained in resources for youth. The staff member is obligated to respect
19 the confidentiality right of the student.
20

21 *Notification of Parent*

22
23 Notification of parent about possible alcohol or drug use is not required in this situation. Parent
24 involvement should be at the discretion of the student.
25

26 *Discipline*

27
28 Discipline is not warranted in this situation.
29

30 *Notification of Police*

31
32 Involvement of law enforcement is not warranted.
33

34 *Intervention*

35
36 Early intervention services for high risk youth may be appropriate in this situation.
37

38 Comment: Although it is not always clear how far a school may go in this situation, these
39 recommendations take into consideration the strong potential for
40 misinterpretation of a student's behavior as actual drug use.
41

42 **5. Student is impaired and drug or alcohol use is suspected.**
43

44 *Immediate Action*
45

1 All standard health and first aid procedures will be followed. The school nurse, or staff
2 member responsible for handling medical emergencies, should be summoned immediately.
3 The student should not be left alone. If the student must be taken to a medical facility, he will
4 be accompanied by a designed of the principal.
5

6 The student should be questioned about his drug ingestion and an immediate effort should be
7 made to ascertain the names of other students who may be exposed to drugs and/or alcohol and
8 the location of any remaining quantities of these substances. A reasonable effort should be
9 made to obtain the unused substances before they can be ingested by other students.
10

11 *Notification of Parent*

12
13 Parents will immediately be notified of the incident as a health problem or medical emergency.
14 Notification will include a description of the situation and the symptoms; the parent will also be
15 notified of the student's suspension in accordance with the Franklin Special District disciplinary
16 procedures and paragraph on (5) Discipline below.
17

18 *Disposition of Substances*

19
20 Any drugs discovered in an emergency situation should be turned over by the school principal
21 or the principal's designee to medical personnel for identification and aid in the treatment of the
22 emergency. In all other situation, drugs and /or paraphernalia will be turned over to police.
23

24 *Discipline*

25
26 Evidence of drug and/or alcohol ingestion at school or causing a student to be impaired at
27 school is a violation of this Board's zero tolerance policy. The student shall be disciplined
28 under the procedures of policy 6.302.
29

30 *Notification of Police*

31
32 Tennessee law requires notification of police in any situation where there is evidence of the
33 possession of drugs in school. This reporting requirement includes submitting the name of the
34 student to the police. In emergency situations, police will be notified that drugs were turned
35 over to medical personnel.
36

37 *Intervention*

38
39 The school will recommend to the parent that the student be assessed to determine the extent of
40 alcohol or drug involvement and the appropriated level of counseling or treatment needed.
41

- 42 **6. Student possesses alcohol or drugs at school, on the way to and from school, or at a school**
43 **sponsored event or activity, including legend or prescription drugs which have not been**
44 **prescribed for his personal use, or paraphernalia.**
45

46 *Immediate Action*

1
2 The staff member who discovers the drugs/paraphernalia will summon the principal, or
3 designee, or escort the student to the principal's office. The student will be interrogated and the
4 student's locker will be searched according to policy. The principal, or designee, will request
5 that the student empty his/her pockets or purse and volunteer all drugs and/or paraphernalia.
6

7 If the student refuses to cooperate, police may be called in to conduct a search.
8

9 *Notification of Parents*

10 The parent will be contacted immediately, the situation described, and a conference arranged.
11 The parent will be informed that the school is required by state law to report the incident to the
12 police.
13

14 *Disposition of Substance*

15
16 Substance will be sealed, documented and turned over to police with a request for analysis.
17

18 *Discipline*

19
20 Evidence of drug and/or alcohol ingestion at school or causing a student to be impaired at
21 school is a violation of this Board's zero tolerance policy. The student shall be disciplined under
22 the procedures of policy 6.302.

6.310 DRESS CODE – *1st Reading*

The revisions on this policy are in the review of student policies group and brings it up to current language and updates references.

Franklin Special Board of Education			
Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: Proposed
		Rescinds: 6.310	Issued: 09/14/98

1 Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere
2 with the operation of the school.

3 More specific guidelines appropriate for each level of school (elementary, **intermediate**, middle, ~~junior~~
4 ~~high and senior high~~) may be developed. Principals, **and** faculty members ~~and students~~ shall be
5 involved in the development of each appropriate set of guidelines.

6 When a student is attired in a manner which is likely to cause disruption or interference with the
7 operation of the school, the principal shall take appropriate action, which may include suspension
8 and/or expulsion.

Legal References

1. **TCA 49-1-302(j); TCA 49-6-4215(a)(1)**

Cross References

- Code of Conduct 6.300
- Suspension/Expulsion/Remand **6.316**
- Student Dress Code 6.310.1**

Franklin Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 09/14/98
		Rescinds: JCBG	Issued: 01/24/94

1 Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere
2 with the operation of the school.

3 More specific guidelines appropriate for each level of school (elementary, middle, junior high and
4 senior high) may be developed. Principals, faculty members and students shall be involved in the
5 development of each appropriate set of guidelines.

6 When a student is attired in a manner which is likely to cause disruption or interference with the
7 operation of the school, the principal shall take appropriate action, which may include suspension
8 and/or expulsion.

Legal Reference:

- 1. TCA 49-6-4215 ; TCA 49-1-302(2)(j)

Cross References:

- Code of Student Conduct 6.313
- Suspensions 6.316

	FES					JES					LES					MES					PGES			
	Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg
Pre-Kindergarten (P3)	2	5	2	3.5		1	1	1	2.0		0	4	1	4.0		1	3	1	4.0		2	3	0	0
Pre-Kindergarten (P4)	9	12	1	21.0		13	13	1	26.0		7	14	2	10.5		9	10	2	9.5		12	7	1	19
Kindergarten	27	19	3	15.3		29	31	4	15.0		60	45	5	21.0		41	44	6	14.2		34	24	3	19.33
Pre-First	0	0	0	0.0		0	0	0	0.0		0	0	0	0.0		0	0	0	0.0		0	0	0	0
Grade 1	43	30	5	14.6		28	33	4	15.3		39	46	5	17.0		38	56	6	15.7		26	31	4	14.25
Grade 2	23	24	3	15.7		27	26	4	13.3		25	49	5	14.8		45	41	5	17.2		29	42	4	17.75
Grade 3	37	22	4	14.8		31	31	4	15.5		47	56	6	17.2		46	37	5	16.6		37	23	4	15
Grade 4	21	31	4	13.0		31	39	4	17.5		34	48	5	16.4		43	51	5	18.8		31	32	4	15.75
Total Students	162	143		305		160	174		334		212	262		474		223	242		465		171	162		333

Asian	7		3%			41		13%			19		4%			55		12%			7		2%	
Black	45		16%			85		28%			46		10%			38		9%			24		8%	
Hispanic-All Races	37		13%			78		25%			130		29%			75		17%			129		42%	
Native American	2		1%			0		0%			2		0%			1		0%			2		1%	
Hawaiian/Pacific Islander	1		0%			0		0%			2		0%			3		1%			0		0%	
White	185		67%			102		33%			250		56%			270		61%			147		48%	
TOTAL WITHOUT PRE-K	277					306					449					442					309			

	FIS					FMS					PGMS												
	Female	Male	Teachers	Avg		Female	Male	Teachers	Avg		Female	Male	Teachers	Avg									
Grade 5	128	135	12	21.9												36	33	4	17.25				
Grade 6	132	129	12	21.8												33	57	4	22.5				
Grade 7						117	136	13	19.5							55	49	4	26				
Grade 8						141	139	12	23.3							35	43	4	19.5				
Total Students	260	264		524		258	275		533							159	182		341				

Grade	Average Size
K-3	16.0
4-6	18.3
7-8	22.1

Asian	40		8%			30		6%								14		4%						
Black	85		16%			106		20%								14		4%						
Hispanic-All Races	129		25%			130		24%								133		39%						
Native American	4		1%			4		1%								3		1%						
Hawaiian/Pacific Islander	1		0%			2		0%								4		1%						
White	265		51%			261		49%								173		51%						
TOTAL WITHOUT PRE-K	524					533										341								
TOTAL WITHOUT PRE-K	3181				TOTAL WITH PRE-K	3309				TOTAL PRE-K	128													

FSSD Demographics - 9/25/2020

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
August 31, 2020

Local Government Investment Pool

Interest Rate for August: .27%

General Investment Account	
Beginning Balance	\$ 2,829,649.36
Interest	278.27
Withdrawals	(1,900,000.00)
Deposits	
Total Invested	\$ 929,927.63
Debt Service Investment Account	
Beginning Balance	\$ 232,773.42
Interest	53.38
Withdrawals	-
Deposits	
Total Invested	\$ 232,826.80
Capital Projects Investment Account	
Beginning Balance	\$ 2.69
Interest	-
Withdrawals	-
Deposits	-
Total Invested	\$ 2.69
Construction Investment Account	
Beginning Balance	\$ 27,122,906.19
Interest	6,219.44
Withdrawals	(5,413.60)
Deposits	-
Total Invested	\$ 27,123,712.03

FRANKLIN SPECIAL SCHOOL DISTRICT
Investment Report
August 31, 2020

First Tennessee Bank

General Purpose Checking	
Beginning Balance	\$ 1,100,282.00
Receipts	2,425,990.73
Receipts - Loan from First Horizon (Tax Anticipation)	
Receipts - Loan	
Interest	136.55
Transfer from Investments	1,900,000.00
Transfer to Investments	
Pmt of Tax Anticipation Loan First Horizon	
Pmt of Loan to - Debt	
Disbursements	(4,599,947.29)
Ending Balance	\$ 826,461.99
Debt Service Checking	
Beginning Balance	\$ 234,755.54
Receipts	27,328.04
Receipts - Loan Payment fr GP	
Interest	21.00
Transfer from Investments	
Transfer to Investments	
Loan to Capital Proj	
Disbursements	
Ending Balance	\$ 262,104.58
Capital Projects Checking	
Beginning Balance	\$ 105,465.22
Receipts	75,107.66
Interest	10.06
Loan fr Debt Service	
Transfer from GP Loan	
Reimb fr GP-Exp	
Disbursements	(32,770.14)
Ending Balance	\$ 147,812.80
Construction Checking	
Beginning Balance	\$ 29,142.89
Receipts	
Interest	3.07
Transfer fr Investments	5,413.60
Transfer to Investments	
Disbursements	(8,403.71)
Ending Balance	\$ 26,155.85

Fnd T Acct	Obj	Pri	Loc	PKG	Acct	General Purpose	2020-21		2020-21		September 2020-21		2020-21		Uncollected Balance	
							Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance				
141																
141 R 40110						Current Year Property Tax	13,356,309.00	0.00	13,356,309.00	0.00	0.00	0.00	0.00	0.00	13,356,309.00	
141 R 40120						Trustee's Collections Prior Ye	80,000.00	0.00	80,000.00	18,637.43	31,901.17	18,637.43	31,901.17	48,098.83	48,098.83	
141 R 40130						Circuit Clerk/C&m-Prior Year	40,000.00	0.00	40,000.00	4,585.41	21,431.89	4,585.41	21,431.89	18,568.11	18,568.11	
141 R 40140						Interest & Penalty	20,000.00	0.00	20,000.00	1,655.05	2,997.18	1,655.05	2,997.18	17,002.82	17,002.82	
141 R 40161						Payments In Lieu Of Taxes-Tva	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 40163						Payments In Lieu Of Taxes-Othe	50,000.00	0.00	50,000.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00	
141 R 40210						Local Option Sales Tax	5,974,000.00	0.00	5,974,000.00	533,431.73	1,020,100.85	533,431.73	1,020,100.85	4,953,899.15	4,953,899.15	
141 R 40275						Mixed Drink Tax (ST)	105,000.00	0.00	105,000.00	7,310.45	9,079.87	7,310.45	9,079.87	95,920.13	95,920.13	
141 R 40350						Interstate Telecomm Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 40610						Current Year Property Tax	17,229,242.00	0.00	17,229,242.00	0.00	0.00	0.00	0.00	17,229,242.00	17,229,242.00	
141 R 40620						Prior Year Property Tax	100,000.00	0.00	100,000.00	40,289.11	73,729.34	40,289.11	73,729.34	26,270.66	26,270.66	
141 R 40630						Interest & Penalty	25,000.00	0.00	25,000.00	3,346.23	5,843.06	3,346.23	5,843.06	19,155.94	19,155.94	
141 R 40640						Pick-Up Taxes	35,000.00	0.00	35,000.00	4,054.11	53,901.97	4,054.11	53,901.97	-18,901.97	-18,901.97	
141 R 41110						Licenses & Permits	500.00	0.00	500.00	68.62	68.62	68.62	68.62	431.38	431.38	
141 R 43511						Tuition-Regular Day Students	30,000.00	0.00	30,000.00	0.00	7,500.00	0.00	7,500.00	22,500.00	22,500.00	
141 R 43513						Tuition-YSI	349,540.00	0.00	349,540.00	0.00	0.00	0.00	0.00	349,540.00	349,540.00	
141 R 43517						Tuition-Other	28,000.00	0.00	28,000.00	1,500.00	30,100.00	1,500.00	30,100.00	-2,100.00	-2,100.00	
141 R 43570						Receipts From Individual Schoo	40,000.00	0.00	40,000.00	14.00	14.00	14.00	14.00	39,986.00	39,986.00	
141 R 43990						Other Charges For Services	10.00	0.00	10.00	0.00	0.00	0.00	0.00	10.00	10.00	
141 R 44110						Interest Earned	50,000.00	0.00	50,000.00	126.07	1,659.39	126.07	1,659.39	48,340.61	48,340.61	
141 R 44120						Lease/Rentals	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00	
141 R 44146						E-Rate Funding	34,900.00	0.00	34,900.00	0.00	0.00	0.00	0.00	34,900.00	34,900.00	
141 R 44170						Miscellaneous Refunds	10,000.00	0.00	10,000.00	110.00	36,405.20	110.00	36,405.20	-26,405.20	-26,405.20	
141 R 44520						Insurance Recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 44530						Sale of Equipment	1,500.00	0.00	1,500.00	0.00	250.00	0.00	250.00	1,250.00	1,250.00	
141 R 44540						Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 44570						Contributions & Gifts	0.00	0.00	0.00	12,129.81	12,129.81	12,129.81	12,129.81	-12,129.81	-12,129.81	
141 R 44990						Other Local Revenue	2,000.00	0.00	2,000.00	7.90	19.69	7.90	19.69	1,980.31	1,980.31	
141 R 46511						Basic Education Program	14,845,000.00	0.00	14,845,000.00	1,484,500.00	2,969,000.00	1,484,500.00	2,969,000.00	11,876,000.00	11,876,000.00	
141 R 46515						Early Childhood Education	304,603.00	0.00	304,603.00	33,740.38	33,740.38	33,740.38	33,740.38	270,862.62	270,862.62	
141 R 46590						Other State Education Funds	138,510.00	0.00	138,510.00	14,722.46	14,722.46	14,722.46	14,722.46	123,787.54	123,787.54	
141 R 46592						Internet Connectivity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 46610						Career Ladder	100,000.00	0.00	100,000.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00	
141 R 46612						Extended Contracts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 46850						Mixed Drink Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 46980						Other State Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 47143						Ed Of Handicap_IDEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
141 R 47590						Other Federal Through State	0.00	0.00	0.00	4,649.73	4,898.27	4,649.73	4,898.27	-4,898.27	-4,898.27	

Fnd	I	Acct	Obj	Pri	Loc	Frg	Acct	2020-21		September 2020-21		2020-21		Uncollected	
								Original Budget	Budget Revisions	Revised Budget	Monthly Activity	FYTD Activity	Balance		
141							General Purpose								
141	R	48130					CONTRIBUTIONS	0.00	0.00	0.00	300.00	300.00			-300.00
141	R	48990					Other-Citizens Group	26,000.00	0.00	26,000.00	0.00	1,292.88			24,707.12
141	R	49700					Insurance Recovery	0.00	0.00	0.00	0.00	0.00			0.00
141	R	49800					Transfers In	60,000.00	0.00	60,000.00	0.00	0.00			60,000.00
141							General Purpose	53,060,114.00	0.00	53,060,114.00	2,165,178.49	4,331,686.03			48,729,027.97

Fnd	T Acct	Obj	Prj	Loc	Prg	Acct	2020-21		September 2020-21		2020-21	Encumbered	Unencumbered
							Original Budget	Revised Budget	Monthly Activity	FYTD Activity			
141						General Purpose							
141	E 71100					Regular Education Program	26,882,100.00	26,882,100.00	2,269,104.95	3,928,427.80	71,051.56	22,882,620.64	
141	E 71150					Alternative Schools	85,000.00	85,000.00	44,482.75	44,482.75	0.00	40,517.25	
141	E 71200					Special Education Program	5,915,341.00	5,915,341.00	490,865.45	733,167.06	273,173.98	4,908,999.96	
141	E 72110					Attendance	0.00	0.00	0.00	884.67	0.00	-884.67	
141	E 72120					Health Services	736,141.00	736,141.00	58,731.66	101,172.01	1,148.44	633,820.55	
141	E 72130					Other Student Support	1,164,882.00	1,164,882.00	100,579.14	168,742.35	6,830.56	989,309.09	
141	E 72210					Regular Instruction Program	2,835,810.00	2,835,810.00	224,463.31	410,031.06	27,066.16	2,398,712.78	
141	E 72220					Special Education Instruction	1,365,517.00	1,365,517.00	111,962.28	178,068.97	85,041.97	1,102,406.06	
141	E 72250					TECHNOLOGY	1,138,584.00	1,138,584.00	111,675.45	361,083.21	5,250.00	772,250.79	
141	E 72310					Board Of Education Services	1,499,298.00	1,498,298.00	43,883.47	349,694.51	334,756.76	813,846.73	
141	E 72320					Director of Schools	469,409.00	469,409.00	36,714.97	91,695.88	19,349.00	358,364.12	
141	E 72410					Office Of The Principal	3,534,347.00	3,534,347.00	286,849.88	711,244.54	61,132.93	2,761,969.53	
141	E 72510					Fiscal Services	687,694.00	687,694.00	57,138.13	151,092.01	500.00	536,101.99	
141	E 72520					Human Resources	370,019.00	370,019.00	24,369.96	73,773.77	3,796.23	292,445.00	
141	E 72610					Operation Of Plant	3,377,841.00	3,377,841.00	279,246.92	812,100.54	113,596.60	2,452,143.86	
141	E 72620					Maintenance Of Plant	650,337.00	650,337.00	57,673.78	167,179.94	104,007.89	379,149.17	
141	E 72710					Transportation	1,989,904.00	1,989,904.00	139,091.42	277,065.23	117,035.03	1,595,803.74	
141	E 72810					Central And Other	152,219.00	152,219.00	14,338.57	33,285.22	8,896.43	110,037.35	
141	E 73100					Food Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
141	E 73300					Community Service	349,540.00	349,540.00	0.00	0.00	0.00	349,540.00	
141	E 73400					Early Childhood Education	741,629.00	741,629.00	46,618.65	69,650.79	1,204.83	670,773.38	
141	E 81300					Education Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	
141	E 82130					Principal	216,733.00	216,733.00	18,046.00	54,138.00	162,595.00	0.00	
141	E 82230					Interest	32,991.00	32,991.00	661.00	2,043.00	5,948.00	25,000.00	
141	E 82330					Other Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	
141	-					General Purpose	54,194,336.00	54,194,336.00	4,418,517.74	8,719,023.31	1,402,381.37	44,072,931.32	

Fnd I Acct Obj Prj Loc Prg Acct 2020-21 Original Budget 2020-21 Revised Budget 2020-21 Monthly Activity 2020-21 FYTD Activity Encumbered Amount Unencumbered Balance

Fnd I Acct	Obj	Prj	Loc	Prg	Acct	2020-21 Original Budget	2020-21 Revised Budget	2020-21 Monthly Activity	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance
143					Food Service						
143	E	73100			Food Supplies	2,336,363.00	2,336,363.00	152,989.22	350,844.66	903,477.62	1,082,040.72
143					Food Service	2,336,363.00	2,336,363.00	152,989.22	350,844.66	903,477.62	1,082,040.72

Fnd T Acct	Obj	Pri	Loc	Prg	Acct	2020-21		September 2020-21		2020-21		Encumbered		Unencumbered	
						Original Budget	Revised Budget	Monthly Activity	FYTD Activity	Amount	Balance				
156					Debt Service										
156 E	72310	---	----	----	Board Of Education Services	113,062.00	113,062.00	296.00	786.34	0.00	112,275.66	0.00	112,275.66		
156 E	82130	---	----	----	Principal	2,890,000.00	2,890,000.00	0.00	0.00	0.00	2,890,000.00	0.00	2,890,000.00		
156 E	82230	---	----	----	Interest	2,422,168.00	2,422,168.00	0.00	0.00	0.00	2,422,168.00	0.00	2,422,168.00		
156 E	82330	---	----	----	Other Debt Service	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00		
156 -	-----	---	----	----	Debt Service	5,430,230.00	5,430,230.00	296.00	786.34	0.00	5,429,443.66	0.00	5,429,443.66		

Fnd T Acct Obj Pri Loc Prg Acct	2020-21 Original Budget	2020-21 Revised Budget	September 2020-21 Monthly Activity	2020-21 FYTD Activity	Encumbered Amount	Unencumbered Balance
	89,610,638.00	90,161,555.92	5,490,569.75	10,412,476.83	4,486,038.80	75,263,040.29
Grand Expense Totals						

Number of Accounts: 3327

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

FRANKLIN SPECIAL SCHOOL DISTRICT

Comparison of Sales Tax Revenue

FY 2019-20 to FY 2020-21

		Actual Revenue -		Increase (Decrease)			
		Sales Tax		\$ Change		% Change	
Received	For the			Month-to-	Year-to-	Month-to-	Year-to-
<u>During</u>	<u>Month of</u>	<u>FY 2019-2020</u>	<u>FY 2020-2021</u>	<u>Month</u>	<u>Date</u>	<u>Month</u>	<u>Date</u>
Aug	May	\$ 493,498	\$ 486,669	\$ (6,829)	\$ (6,829)	-1.4%	-1.4%
Sep	June	507,478	533,432	\$ 25,954	\$ 19,125	5.1%	1.9%
Oct	July	493,500	523,021	\$ 29,521	\$ 48,646	6.0%	3.3%
Nov	Aug	505,911					
Dec	Sept	492,597					
Jan	Oct	514,543					
Feb	Nov	542,968					
Mar	Dec	744,403					
Apr	Jan	479,353					
ADA Adjustment		(67,495)					
May	Feb	439,802					
June	March	479,700					
July	April	426,422					
Total YTD		\$ 6,052,681	\$ 1,543,122	\$ 48,646			
FY 2020-2021 Budgeted Total			\$ 5,974,000				
Actual Over (Under) Budget			\$ (4,430,878)				
% of Budget Received YTD			25.8%				