



Tuesday, February 10, 2026
Kingsport City Schools Board of Education Regular Meeting - 6:00 PM

Administrative Support Center, Tennessee Room (3rd Floor)
400 Clinchfield Street
Kingsport, TN 37660 Phone: (423) 378-2102

1. **CALL TO ORDER**
 - 1.1. Pledge of Allegiance (Nora and Rhett Houston)
 - 1.2. Additions to and/or Acceptance of the Agenda (Dr. Brandon Fletcher)
2. **PUBLIC COMMENT ON AGENDA ITEMS**
3. **CONSENT AGENDA**
 - 3.1. Personnel Considerations (Mrs. Jennifer Guthrie)
 - 3.2. Approval of Minutes - January 13, 2026 BOE Regular Monthly Meeting (Dr. Brandon Fletcher)
 - 3.3. Approval of Minutes - January 27, 2026 BOE Special Called Meeting (Dr. Brandon Fletcher)
 - 3.4. Approval to Accept Literacy Materials Implementation Support Grant from the Tennessee Department of Education (Dr. Brian Cinnamon)
 - 3.5. Approval to Enter into Agreement with Outside Providers on an Assignment Needed Basic to Provide Applied Behavior Analysis Services (Ms. Magen Jones)
 - 3.6. Approval to Accept Ballard Health Donation (Mr. David Frye)
 - 3.7. Approval of Donation Report (Mr. David Frye)
 - 3.8. Approval of Policies on First Reading (Dr. Andy True)
4. **BUSINESS ITEMS**
 - 4.1. Budget Amendment #4 (Mr. David Frye)
5. **REPORT**
 - 5.1. Weather Decision Processes (Dr. Andy True/Mr. Jim Nash)
6. **TIME AND DATES OF MEETINGS**
 - 6.1. February 16-17, 2026 - TSBA Legislative & Legal Institute (Franklin)
 - 6.2. February 24, 2026 - BOE Work Session (6:00 PM)
 - 6.3. March 10, 2026 - BOE Regular Monthly Meeting (6:00 PM)
 - 6.4. March 31, 2026 - BOE Work Session (6:00 PM)
 - 6.5. April 14, 2026 - BOE Regular Monthly Meeting (6:00 PM)
7. **ADJOURNMENT**

Kingsport City Schools Board of Education Regular Meeting Minutes January 13, 2026

The Kingsport City Schools Board of Education Regular Meeting was held on January 13, 2026, in the Administrative Support Center, Tennessee Room (3rd Floor) at 6:00 PM. The following Board of Education members were in attendance.

Dr. Brandon Fletcher (President): Present
Todd Golden: Present
Jamie Jackson: Present
Dr. Phillip Marshall: Present
Melissa Woods (Vice President): Present

1. CALL TO ORDER

Dr. Brandon Fletcher, Board President, called the meeting to order at 6:00 p.m.

1.1. Pledge of Allegiance Aalliyah and Hector Valle

Lincoln Elementary School students Aalliyah and Hector Valle led the Board of Education and audience in the Pledge of Allegiance. Aalliyah is a 5th grader and Hector is in Kindergarten.

1.2. Additions to and/or Acceptance of the Agenda (Dr. Brandon Fletcher)

A motion was made by Melissa Woods and seconded by Dr. Phillip Marshall to accept the agenda, including the consent agenda, as presented. The motion carried by a vote of Yea: 5, Nay: 0.

2. RECOGNITIONS

2.1. Kingsport City Schools 2026 Building-Level Teachers of the Year (Mr. Todd Golden)

Board Member Todd Golden recognized the Kingsport City Schools 2026 Building-level Teacher of the Year as follows:

2026 Teachers of the Year (Building-Level)

Grades PreK-4:

Freddi Correll, Palmer Center
Casey Silkwood, Adams Elementary School
Kesha Ryan, Jackson Elementary School
Megan Edmiston, Roosevelt Elementary School
Breanna (Lester) Carpenter, Washington Elementary School

Grades 5-8:

Karen Kitzmiller, Jefferson Elementary School
Julia Burke, Johnson Elementary School
Sierra Hayley Bishop, Kennedy Elementary School

Jessica Carr, Lincoln Elementary School
Chelsie Abrams, Sevier Middle School
Brandon Blair, Sevier Middle School
Ashley Winkle, Sevier Middle School
Jessica Chase, Robinson Middle School
Tracie Hill, Robinson Middle School
Jeremy Hutson, Robinson Middle School

Grades 9-12:

(Ryan) Brandon Reed, Dobyys-Bennett High School
Leigh Tuell, Dobyys-Bennett High School
Candace Burchfield, Dobyys-Bennett High School
Olivia Guntrum, Dobyys-Bennett High School
Kerrie Sluder, Dobyys-Bennett High School
Sarah Good, Dobyys-Bennett High School
Miriam Lane, D-B EXCEL
Michael Holt, Cora Cox

2.2. Kingsport City Schools 2026 District-Level Teachers of the Year (Mrs. Jamie Jackson)

Board Member Jamie Jackson recognized the Kingsport City Schools 2026 District-Level Teachers of the Year at the elementary, middle, and high school levels as follows:

2026 Teachers of the Year (District-Level):

Grades PreK-4: Megan Edmiston, Roosevelt Elementary School

Currently in her eighth year of teaching, Ms. Edmiston is passionate about creating an equitable learning environment for all students. She ensures that every child has the opportunity to set and reach their personal and academic goals. Her wealth of experience in Title 1 schools helps her create a warm and safe learning environment for all students, no matter their background. Ms. Edmiston holds a Bachelor's degree in Elementary Education from East Tennessee State University.

Grades 5-8: Karen Kitzmiller, Jefferson Elementary School

Now in her 15th year as a classroom teacher — 13 years at Jackson Elementary and the last two years at Jefferson Elementary School, Mrs. Kitzmiller is deeply passionate about fostering student growth and learning both inside and outside the classroom. She employs a data-driven, student-centered approach to ensure every child has the opportunity to succeed. Throughout her tenure with Kingsport City Schools, Mrs. Kitzmiller has held multiple leadership roles, including math, science, and technology teacher leader. She has also coached Math Olympiad, FIRST Lego League, and Girls on the Run. Mrs. Kitzmiller holds a Bachelor's degree in Psychology from East Tennessee State University and a Master's degree in Elementary Education from Lincoln Memorial University.

Grades 9-12: (Ryan) Brandon Reed, Dobyns-Bennett High School

Mr. Reed is currently in his 24th year teaching, with the last 15 years teaching Algebra 1 and Geometry at Dobyns-Bennett High School. He has served in numerous leadership roles during his tenure, including co-leading the Algebra 1 team. Mr. Reed has also served as a mentor for new teachers and has been a student teacher mentor for numerous future Kingsport City Schools educators. Mr. Reed's classroom is built on the principles of hard work, perseverance, and maintaining a growth mindset. He currently co-teaches Algebra 1 in a special education classroom, where fostering academic and personal growth is a daily focus. In addition to his teaching responsibilities, Mr. Reed serves as an assistant basketball coach and assistant athletic director for Dobyns-Bennett. He holds a Bachelor's degree in Business and Management Accounting from Tusculum University, a Master's degree in Secondary Mathematics from Milligan University, and an Education Specialist (Ed.S.) degree in Administration and Supervision from Lincoln Memorial University.

Ms. Vanessa Bennett, Chief Operations Officer, Kingsport Chamber of Commerce, presented gift baskets to the District-Level Teacher of the Year recipients on behalf of the Chamber.

Dr. Chris Hampton, Superintendent, congratulated all the educators and thanked the Chamber for providing gift baskets for the District-Level award recipients.

2.3. Kingsport City Schools 2026 District-Level Novice Teachers of the Year (Dr. Phillip Marshall)

Board Member Dr. Phillip Marshall recognized the Kingsport City Schools 2026 District-Level Novice Teachers of the Year as follows:

2026 Novice Teachers of the Year (District-Level):

Grades PreK-4: Madison Lay, Johnson Elementary School

Grades 5-8: William Stockley, Robinson Middle School

Grades 9-12: Reid Conner, Dobyns-Bennett High School

2.4. Dr. Stephanie Potter - Kingsport City Schools 2026 Principal of the Year (Mrs. Melissa Woods)

Board Vice President Melissa Woods recognized Dr. Stephanie Potter, Principal of Jefferson Elementary School, for being named the Kingsport City Schools 2026 Principal of the Year. Dr. Potter is in her 30th year as an educator, entering her seventh year at Jefferson Elementary. Potter's teaching career began at the elementary level in Lee County, VA, teaching a combined second and third grade class. After one year, she taught second grade for eight years. She also completed an interim position as principal/teacher for one semester. After moving to Kingsport, Dr. Potter

secured a job in Scott County, VA, where she taught first grade one year and fourth grade math the remaining three years she was there. The next three years she served as the Associate Principal at Robinson Middle School and the Kingsport City Schools Section 504 Coordinator for two of those three years. She then spent four years as Principal at John Adams Elementary and then served three years at the Administrative Support Center as Director of Professional Learning. Dr. Potter holds a Bachelor's degree in Elementary Education from Carson Newman University, a Master's degree in Curriculum and Instruction from Tusculum University, an Educational Specialist degree in Administration and Supervision from Lincoln Memorial University, and a Doctorate of Education in Teaching and Learning from Liberty University.

2.5. David Sewell - Kingsport City Schools 2026 Supervisor of the Year (Dr. Brandon Fletcher)

Board President Dr. Brandon Fletcher recognized Mr. David Sewell, Supervisor of Maintenance and Custodial Services, for being named the Kingsport City Schools 2026 Supervisor of the Year. Mr. Sewell, now in his seventh year with the district, is passionate about creating and maintaining high-quality learning environments for students and educators, with a strong focus on safety and innovation. He joined KCS in 2019, bringing more than 15 years of experience in maintenance and construction management. Mr. Sewell's professional background includes 13 years in soil and material engineering, followed by positions with Brock Group at Eastman and Partner Industrial at Eastman. In his current role, he provides strategic direction and day-to-day oversight of district facility operations and maintenance, including HVAC, electrical, plumbing, and structural systems. He also coordinates all monthly, quarterly, and annual facility and equipment inspections and ensures corrective actions are implemented as needed to maintain optimal performance. Mr. Sewell's recent capital project involvement includes the Dobyns-Bennett High School Buck Van Huss Dome renovations, Dobyns-Bennett roof replacement, pool renovations, and ADA track parking improvements. He also played a key role in the Tribe Athletic Complex renovations, HVAC upgrades at Johnson, Jefferson, and Lincoln Elementary Schools, and Robinson Middle School, and the installation of a new playground at Lincoln Elementary. Mr. Sewell supports student workforce development through Dobyns-Bennett High School's Work-Based Learning and Transition School-to-Work programs and serves as District Director for the Tennessee School Plant Management Association (TSPMA). He holds an Associate's degree in Drafting and Design from Northeast Community College.

3. **PUBLIC COMMENT ON AGENDA ITEMS**

There was no public comment.

4. **CONSENT AGENDA**

4.1. Personnel Considerations (Mrs. Jennifer Guthrie)

- 4.2. Approval of Minutes (Dr. Brandon Fletcher)
- 4.3. Approval of Banking Resolutions (Mr. David Frye)
- 4.4. Acceptance of Report Required by Policy 3.204 (Dr. Andy True)

5. **BUSINESS ITEMS**

- 5.1. Approval of Agreement with Thompson & Litton for Renovations at Dobyns-Bennett High School (Mr. David Frye)

Mr. David Frye, Chief Finance Officer, presented a proposed agreement for architectural and engineering design services for renovations at Dobyns-Bennett High School. The proposed agreement with Thompson & Litton, Inc. would provide for architectural and engineering design services, bidding assistance, and construction contract administration for identified renovations to take place at Dobyns-Bennett. The cost of the proposed architectural and engineering design services agreement is \$193,475 and \$14,000 in reimbursable expenses. The agreement would be funded from money already placed in the Dobyns-Bennett Renovation project GP2111.

The proposed renovations include:

- Removal of fire shutters in the science and technology center, to be replaced with fire-rated glass doors;
- Upgrades to finishes in second and third floor pods, including items such as new flooring, locker removal, and painting;
- Renovation of the old office lobby and adjoining interior reception space;
- Creation of additional classrooms and meeting areas in existing pods; and
- Replacement of exterior stairs outside the math pod and improvements to the exterior walkway outside the cafeteria.

The estimated construction cost of the project is \$2,850,000.00, with portions of the work beginning as early as Summer 2026.

A motion was made by Todd Golden and seconded by Melissa Woods to approve the agreement with Thompson & Litton for architectural design services for a lump sum fee of \$193,475.00 and \$14,000.00 reimbursable expenses. The motion carried by a vote of Yea: 5, Nay: 0.

- 5.2. Approval to Purchase Dell Laptops from Dell Marketing L.P. for Grades 9–12 Teachers at Dobyns-Bennett High School and D-B EXCEL (Mr. David Frye)

Mr. Frye presented a recommendation to purchase 180 laptop devices for teachers in grades 9–12 at Dobyns-Bennett High School and D-B EXCEL as part of the annual replacement cycle (every four years). The proposed agreement would utilize the Wilson County Schools Cooperative Purchasing Agreement (Contract C000000381302). The Dell Pro 13 Plus PB13250

laptops are \$1,025.00 each, for a total cost of \$184,500.00. Funding will be from the School General Purpose Funds.

A motion was made by Jamie Jackson and seconded by Dr. Phillip Marshall to approve the purchase of 180 teacher laptops for Dobyns-Bennett High School and D-B EXCEL from Dell Marketing L.P. for a total cost of \$184,500.00, utilizing the Wilson County Schools Cooperative Purchasing Agreement. The motion carried by a vote of Yea: 5, Nay: 0.

5.3. Student Disciplinary Hearing Authority Placement Decision Appeal (Mr. Jim Nash)

Mr. Jim Nash, Chief Student Services Officer, presented information regarding a recent Student Disciplinary Hearing Authority (SDHA) placement decision and requested appeal. Following the hearing and in alignment with Kingsport City Schools Policy 6.317 — Student Disciplinary Hearing Authority, a parent request was made to the Board appealing the SDHA decision. Limited details could be discussed during the Board meeting due to confidentiality.

Dr. Fletcher reported that each Board member received the information to review prior to the meeting. He stated that per Policy 6.317, the Board had the option to review the record and:

- Affirm the decision of the hearing authority; or
- Modify the decision to a lesser penalty; or
- Grant a hearing before the Board.

A motion was made by Dr. Brandon Fletcher (President) and seconded by Todd Golden to affirm the decision of the Student Disciplinary Hearing Authority. The motion carried by a vote of Yea: 5, Nay: 0.

6. TIME AND DATES OF MEETINGS

Superintendent Dr. Hampton provided a brief report on some of the remarkable things taking place in Kingsport City Schools. He was very pleased with the Teachers of the Year recognitions during the meeting, noting they represent approximately 1% of KCS employees. Dr. Hampton was proud to celebrate the district having the most Reward Schools ever this year, as well as the highest ACT scores in the region. He noted many remarkable things were taking place in the schools and congratulated the students, teachers, and parents for these achievements.

- 6.1. January 27, 2026 - BOE Work Session (6:00 PM)
- 6.2. February 10, 2026 - BOE Regular Monthly Meeting (6:00 PM)
- 6.3. February 16-17, 2026 - TSBA Legislative and Legal Institute (Franklin)
- 6.4. February 24, 2026 - BOE Work Session (6:00 PM)
- 6.5. March 10, 2026 - BOE Regular Monthly Meeting (6:00 PM)

7. **ADJOURNMENT**

Dr. Fletcher adjourned the meeting at 6:42 pm.

Dr. Brandon Fletcher, Board President

Vivian L. Altizer, Board Secretary

Kingsport City Schools Board of Education Special Called Meeting Minutes January 27, 2026

The Kingsport City Schools Board of Education Special Called Meeting was held on January 27, 2026, in the Administrative Support Center, Tennessee Room (3rd Floor) at 6:00 PM. The following Board of Education members were in attendance.

Dr. Brandon Fletcher (President): Present
Todd Golden: Present
Jamie Jackson: Present
Dr. Phillip Marshall: Present
Melissa Woods (Vice President): Present

1. CALL TO ORDER

Dr. Brandon Fletcher, Board President, called the meeting to order at 6:00 p.m.

2. BUSINESS ITEM

2.1. Approval to Purchase Student Chromebook Devices (Mr. Andy Arnold/Mr. David Frye)

Mr. Andy Arnold, Chief Technology Officer, and Mr. David Frye, Chief Finance Officer, presented a recommendation to purchase 1,300 6th and 9th Grade Student Dell Chromebooks and Google Chrome Licenses from Dell Marketing L.P. (Contract C000000381302), utilizing the Wilson County Schools Cooperative Purchasing Agreement. Mr. Frye reported the Dell Chromebook 11 costs \$370.00 each and Google Chrome licenses were \$32.07 each, for a total cost of \$522,691.00. He noted the purpose for expediting approval and purchase of these items was due to market fluctuations in the price of Chromebooks and laptop computers. Funding for this purchase will be from School General Purpose Funds.

A motion was made by Dr. Phillip Marshall and seconded by Melissa Woods to approve the purchase of 1,300 Dell Chromebooks for 6th and 9th grade students and Google Chrome licenses for a total cost of \$522,691.00, utilizing the Wilson County Schools Cooperative Purchasing Agreement. The motion carried by a vote of Yea: 5, Nay: 0.

3. ADJOURNMENT

Dr. Fletcher adjourned the meeting at 6:04 p.m.

Dr. Brandon Fletcher, Board President

Vivian L. Altizer, Board Secretary



Brian Cinnamon Ed.D.

Chief Program Officer – Curriculum & Instruction
400 Clinchfield St (Suite 200)
Kingsport, TN 37660
p: 423.378.2124
email: bcinnamon@k12k.com

MEMO:

To: Kingsport City Schools Board of Education
From: Dr. Brian Cinnamon, CPO-Curriculum & Instruction
Re: Literacy Materials Implementation Support Grant

This communication is to inform you of the recent approval of our application for the Literacy Materials Implementation Grant. The Tennessee Department of Education is the grant awardee (\$80,000 to the vendor for reimbursement of services and \$10,000 to KCS for materials). We plan to use this grant to assist with professional development and the improvement of instructional practices for grades 5-12 in literacy. By committing to the grant participation we agree to the following for 5 years:

- Contracting with an approved vendor (SchoolKit)
- Participating in 20 direct vendor support days each year of grant (planning, professional development, data review, etc.)
- Using vendor-created asynchronous modules (3 each year of grant) to support professional learning district leaders, school leaders, and identified teachers
- Sharing data from IPG-guided walkthroughs and HQIM implementation to ensure progress three times per year of the grant
- Attending statewide in-person and virtual Acceleration for All convenings
- Completing vendor-provided annual surveys by June 30 each grant year



TO: Board of Education
Dr. Chris Hampton, Superintendent

FROM: Magen Jones, Director of Special Education

DATE: February 10, 2026

SUBJECT: Recommendation to Enter into Agreement with Outside Providers on an Assignment Needed Basis

The administration desires to enter into an agreement with an outside provider on an assignment needed basis for the purpose of providing Applied Behavior Analysis (ABA) services for Kingsport City Schools' special education students.

An outside Board-Certified Behavior Analyst (BCBA) or Registered Behavior Technician (RBT) provides Applied Behavior Analysis (ABA) services in the school setting by working collaboratively with school staff to support students' behavioral and skill-development needs. Services may include observing students in the classroom, collecting and reviewing behavior data, providing direct one-on-one instruction when appropriate, and implementing strategies aligned with a student's IEP or behavior plan. These services are designed to improve student behavior and essential life skills by teaching emotional regulation, functional communication, and appropriate social behaviors. The focus is on helping students replace problem behaviors with positive, effective alternatives that allow them to be more successful in the school environment. ABA services serve as an additional layer of support to reinforce positive behaviors, increase student independence, and support meaningful participation in learning.

Kingsport City Schools will not be charged for these services. The outside provider will receive compensation directly from TennCare/Medicaid or a private health insurance company for their services.



TO: Board of Education
Dr. Chris Hampton, Superintendent

FROM: David J. Frye, Chief Finance Officer

DATE: February 10, 2026

SUBJECT: Recommendation to Accept Ballard Health Donation

Ballad Health has agreed to provide a one-time grant in the amount of \$4,500.00 to set up a reset room at John Adams Elementary School to aid in positive mental health and stress reduction for students and teachers. Examples of items for the “reset room” may include coloring books, Play-Doh, and fidget toys. The school will provide Ballad with utilization data at the conclusion of each month.

The administration recommends accepting the donation.

Donation Agreement
between
Ballad Health
and
City of Kingsport for its Kingsport City Schools

WHEREAS, Ballad Health is a non-profit healthcare organization committed to improving the health and wellness of citizens in its service areas of Northeast TN and Southwest VA; and

City of Kingsport for its
WHEREAS, Kingsport City Schools operates the John Adams Elementary ("School"); and

WHEREAS School wishes to create "reset rooms" to aid in positive mental health and stress reduction for students and teachers; and

WHEREAS Ballad Health believes this will improve the mental health and wellness of members of the community in keeping with its charitable purposes and is willing to assist School in creating such reset rooms by providing a monetary donation to be used for this purpose;

NOW, THEREFORE, the purpose of this agreement is to formalize the supportive relationship between Ballad Health and School for this purpose.

Under this agreement:

Ballad Health agrees to provide a one-time grant to School in the amount of Four Thousand Five Hundred (\$ 4,500) to be paid by 2/27/26. Ballad Health has no obligation beyond providing the monetary support.

The School agrees to use the funds only for the purchase of items and equipment related the reset room project.

The School will display a sign to be provided by Ballad that is reasonably acceptable to the School indicating the equipment in the room has been provided by Ballad Health. Ballad hereby grants a license to the School to display this signage at the School for the duration of this Agreement.

School agrees to provide the following initial data points to Ballad regarding room utilization monthly. School acknowledges that Ballad may request the data points or frequency of reporting may be changed in the future by Ballad. School will use reasonable efforts to meet any modified data points or reporting frequency. Initial Data reporting:

1. Date of visit
2. Time of visit
3. Grade level of student
4. Items used
5. Reason/Catalyst for visit

(Signatures next page)

Signed and agreed to by:

City of Kingsport for its Kingsport City Schools Ballard Health
John Adams Elementary School

_ (Date)

Paul W. Montgomery
Name

Mayor
Title

APPROVED AS TO FORM:

CITY ATTORNEY

ATTEST:

CITY RECORDER

(Date)

Tammy Albright
Name

VP/CEO Behavioral Health
Title

APPROVED BY BALLAD LEGAL

DEPARTMENT AS TO FORM



TO: Board of Education

FROM: David J. Frye, Chief Finance Officer DJF

SUBJECT: Donation Approval

DATE: February 10, 2026

Kingsport City Schools has received multiple donations from various sources. Please see the enclosed list of these donations. These donations have been received by the individual schools and most are being accounted for through the school internal accounts. The total of the individual school receipts is \$82,676.36 of donations.

It is recommended that the Board of Education approve the acceptance of \$82,676.36 of donations.

Kingsport City Schools has received the following donations
and staff is recommending approval from the Board of Education.

School	DATE	AMOUNT	PURPOSE
Adams	December 2025	\$300.00	Field Trip Bus Costs
Adams	December 2025	\$142.00	Various Field Trips
Jackson	August 2025	\$361.00	Educational tools and equipment
Jackson	October 2025	\$4,500.00	Reset Room
Jackson	November 2025	\$188.00	Field Trips
Roosevelt	October 2025	\$500.00	Student needs
Roosevelt	December 2025	\$1,000.00	Student needs/field trips
Jefferson	October 2025	\$117.00	Field Trips
Jefferson	October 2025	\$800.00	Field Trips
Johnson	October 2025	\$90.00	Field Trips
Johnson	October 2025	\$689.21	Club donation
Johnson	October 2025	\$350.00	Field Trips
Johnson	November 2025	\$320.00	Club donation
Johnson	November 2025	\$25.00	Kindergarden Thanksgiving Meal
Lincoln	November 2025	\$100.00	Classroom Supplies
Lincoln	November 2025	\$200.00	Field Trips
Washington	November 2025	\$245.30	Student Support
Robinson	October 2025	\$5,000.00	Robinson Ready
Robinson	October 2025	\$100.00	Club donation
Sevier	October 2025	\$1,800.00	Field Trips
Sevier	October 2025	\$75.00	Boys Basketball
Dobyns-Bennett	October 2025	\$100.00	CROSS COUNTRY
Dobyns-Bennett	October 2025	\$75.00	WCSK RADIO
Dobyns-Bennett	October 2025	\$25,000.00	PULASKI CLUB
Dobyns-Bennett	October 2025	\$300.00	GIRLS VOLLEYBALL
Dobyns-Bennett	October 2025	\$14,393.85	FOOTBALL BOOSTERS
Dobyns-Bennett	November 2025	\$800.00	STRENGTH & CONDITIONING
Dobyns-Bennett	November 2025	\$10,000.00	ATHLETIC TRAINER
Dobyns-Bennett	November 2025	\$5,000.00	PULASKI CLUB
Dobyns-Bennett	November 2025	\$1,250.00	SPECIAL EDUCATION ATHLETICS

Dobyns-Bennett	November 2025	\$1,325.00	CHORUS
Dobyns-Bennett	November 2025	\$50.00	CHORUS
Dobyns-Bennett	November 2025	\$250.00	CHORUS
Dobyns-Bennett	November 2025	\$500.00	UNDERWATER ROBOTICS
Dobyns-Bennett	November 2025	\$55.00	OCCUPATIONAL HOME ECONOMICS
Dobyns-Bennett	November 2025	\$100.00	ROBOTICS
Dobyns-Bennett	December 2025	\$1,500.00	FRESHMAN ACTIVITY
Dobyns-Bennett	December 2025	\$1,000.00	TAKEDOWN WRESTLING
Dobyns-Bennett	December 2025	\$1,500.00	FRESHMAN ACTIVITY
Dobyns-Bennett	December 2025	\$75.00	WCSK RADIO
Dobyns-Bennett	December 2025	\$500.00	BAND
Dobyns-Bennett	December 2025	\$2,000.00	WRESTLING
		\$82,676.36	

KINGSPORT BOARD OF EDUCATION POLICY RECOMMENDATIONS

For: Consideration for Adoption

February 10, 2026 - Board of Education Meeting

Policies considered for adoption on 1st Reading

REVISED POLICY – 1st Reading

1.901 – Charter School Applications

The State Board of Education approved a change to the regulation on charter school applications at its November 2025 meeting. While this updated regulation does not go into effect until it is promulgated, likely next year, TSBA wanted to send out this information so that Boards are aware of it before any charter applications are received. This change adds a requirement that Boards provide charter sponsors with state and federal per pupil funding estimates, and it also includes a timeline for reporting board actions on applications. TSBA has updated our model policy to highlight those responsibilities.

REVISED POLICY – 1st Reading

4.605 – Graduation Requirements

TSBA recommends distinguishing between the minimum credits required to graduate per state law and additional local credit requirements. State law only requires 22 credits to graduate.

REVISED POLICY – 1st Reading

6.200 – Attendance

Per a change in State Board of Education Policy 4.100, school-sponsored activities are no longer counted as excused absences. A student absent for this reason is counted as present.

REVISED POLICY – 1st Reading

6.4081 – Safe Relocation of Students

Previously, state law referred to “employees who are directly responsible for a student’s education” and their ability to physically relocate a student. Current state law only applies this to “teachers who are directly responsible for a student’s education or other employees who interact with students on a professional basis”. TSBA recommends updating this policy to align with the current standard.

Kingsport City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 09/09/25
		Rescinds: 1.901	Issued: 08/10/21

1 General

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall
5 include the information required by state law.¹

6 APPLICATION PROCESS²

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

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

18 Electronic copies of applications shall be submitted to the Board and the Commission on or before
19 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter
20 school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday,
21 or holiday on which the school district offices are closed, applications will be accepted on the next
22 business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The
23 sponsor shall pay an application fee of \$2,500.00. The Superintendent of Schools/designee shall report
24 each **completed initial** application received to the Commission no later than ten (10) days after receipt.²

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

28 REVIEW TEAM¹

29 If necessary, the Superintendent of Schools/designee shall appoint a review team to assist in reviewing
30 and evaluating charter school applications. The team shall be composed of members of the
31 administrative staff for the district, community members, and a member of the Board with relevant

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

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

The review team shall:

1. Evaluate all charter school applications based on the review criteria adopted by the state law;
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration;⁴ and
3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

APPROVAL/DENIAL OF APPLICATION⁵

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

Approval

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

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

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

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

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

Denial

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

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

Legal References

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

Click here to choose a school board.

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

1 *General*

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

6 **APPLICATION PROCESS**

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

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

18 Electronic copies of applications shall be submitted to the Board and the Commission on or before
19 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter
20 school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday,
21 or holiday on which the school district offices are closed, applications will be accepted on the next
22 business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The
23 sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report each
24 completed initial application received to the Commission no later than ten (10) calendar days after
25 receipt.³

26 **REVIEW TEAM¹**

27 If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and
28 evaluating charter school applications. The team shall be comprised of members of the administrative
29 staff for the district and community members with relevant educational, organizational, financial, and

1 legal experience. At the board meeting in December of each year, the Director of Schools/designee
2 shall make a recommendation to the Board on which members of his/her administrative staff should be
3 appointed to the team. The Board shall name the members of the team at its meeting in January of each
4 year. The Board shall designate a Chair of the review team as the contact person for answering
5 questions about the application process and receiving applications. The Director of Schools/designee
6 shall develop an orientation for the team to ensure consistent evaluation standards and the elimination
7 of real or perceived conflicts of interest.

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

12 The review team shall:

- 13 1. Evaluate all charter school applications based on the review criteria established by state law;
14 and
15
- 16 2. Recommend one of the following options to the Board for each application: approve or reject.⁴
17

18 **APPROVAL/DENIAL OF APPLICATION⁵**

19 The Board shall rule by resolution on the approval or denial of an initial charter school application
20 within ninety (90) calendar days of receipt of the completed application, or the application shall be
21 deemed approved by state law. The Director of Schools/designee shall report the action taken by the
22 Board to the Department of Education and the Commission no later than ten (10) calendar days after
23 approval or denial. If an application is denied, the report shall also include the reasons for denial.

24 *Approval*

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

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

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

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

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

Denial

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

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

Legal References

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

**RULES
OF
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-14-01
CHARTER SCHOOLS**

0520-14-01-.01 APPROVAL OF A CHARTER SCHOOL.

- (1) Charter school application requirements applicable to all authorizers as defined by T.C.A. § 49-13-104(4):
 - (a) The Tennessee State Board of Education (State Board) shall provide an application for charter school sponsors (sponsors) to use in applying to open a public charter school and shall provide scoring criteria addressing the elements of the charter school application. The State Board shall develop the application in consultation with the Tennessee Public Charter School Commission (Commission).
 - (b) Prospective sponsors who intend to submit an initial charter school application (initial application) for consideration shall submit a letter of intent to the Commission and to the appropriate authorizer at least sixty (60) calendar days prior to the February 1 initial application deadline. If the letter of intent's deadline falls on a Saturday, Sunday, or state-observed holiday, the letter of intent shall be due on the next business day. The letter of intent shall be completed on the form provided by the State Board. The authorizer shall confirm receipt within five (5) business days and provide the sponsor with the current federal, state, and local per-pupil funding estimates.
 - (c) Failure to submit a letter of intent to the Commission and to the appropriate authorizer by the stated deadline shall exclude a sponsor from submitting an initial application for that application cycle.
 - (d) On or before 11:59 p.m. Central Time on February 1 of the year preceding the year in which the proposed public charter school plans to begin operation, the sponsor shall prepare and file an electronic copy of the initial application with the authorizer. If February 1 falls on a Saturday, Sunday, or state-observed holiday, the initial application materials shall be due on the next business day. The authorizer shall report each completed initial application received to the Commission no later than ten (10) calendar days from the authorizer's receipt of the initial application.
 - (e) Authorizers may charge an application fee of up to \$2,500 for each initial application the sponsor files and may request up to five (5) paper copies of the initial application. Application fees and paper copies shall be received no later than February 1 by a time on that date during regular business hours, as set by the authorizer. Authorizers shall post to their websites the initial application fee amount, paper copy requests, if any, and the deadline by which these must be submitted.
 - (f) Authorizers are only required to review complete initial applications. An initial application shall be considered complete if the following are received by the deadlines specified in subparagraphs (1)(d) and (1)(e):

(Rule 0520-14-01-.01, continued)

1. An electronic copy of the written application, including any required attachments, using the State Board's charter application form for the current application cycle;
 2. Up to five (5) paper copies of the written application, if requested by the authorizer; and
 3. The application fee, if required by the authorizer.
- (g) The authorizer shall rule by resolution, at a regular or specially called meeting, on the approval or denial of an initial application no later than ninety (90) calendar days after the authorizer's receipt of the completed initial application.
- (h) Should the authorizer fail to approve or deny an initial application within the ninety (90) calendar days, the initial application shall be deemed approved.
- (i) If the initial application is denied, the grounds upon which the authorizer based the decision to deny the initial application shall be stated in writing and provided to the sponsor within ten (10) calendar days of the date of the decision to deny, specifying objective reasons for the denial and the deadline by which the sponsor may submit an amended charter school application (amended application).
- (j) Within thirty (30) calendar days of the receipt of the grounds for denial, a sponsor may submit to the authorizer an amended application to correct the deficiencies identified by the authorizer.
1. The amended application shall be submitted by the sponsor using the same application form as the initial application.
 2. The authorizer shall evaluate the amended application using the same scoring criteria as the initial application review.
- (k) The authorizer shall approve or deny the amended application within sixty (60) calendar days of its receipt.
- (l) Should the authorizer fail to approve or deny the amended application within sixty (60) calendar days, it shall be deemed approved.
- (m) If the authorizer denies the amended application, it shall provide to the sponsor the grounds upon which it based the decision to deny in writing within five (5) calendar days of the date of the decision to deny, specifying objective reasons for the denial and the sponsor's right to an appeal.
1. A sponsor may appeal a denial by the local board of education of an amended application to the Commission no later than ten (10) calendar days after the date of the final decision to deny.
 2. A denial of an amended application by the Commission is final and not subject to appeal.
- (n) Authorizers shall report to the Tennessee Department of Education (Department) and Commission whether the authorizer has approved or denied the sponsor's complete application and the reasons for denial, if applicable, no later than ten (10) calendar days after approval or denial of the initial and amended application.

(Rule 0520-14-01-.01, continued)

- (o) Authorizers shall review all complete applications, as defined in subparagraph (1)(f) of this Rule, in accordance with T.C.A. § 49-13-108 and quality charter authorizing standards approved by the State Board in Policy 6.111.
- (p) All authorizer policies regarding the submission and review of charter school applications shall be consistent with applicable State Board policies and with state and federal law, rules, and regulations.

Authority: T.C.A. §§ 49-1-302, 49-13-106, 49-13-107, 49-13-108, and 49-13-126. **Administrative History:** Original rules filed March 31, 2003; effective July 29, 2003. Amendments filed January 11, 2019; effective April 11, 2019. Amendments filed September 29, 2020; effective December 28, 2020. Amendments filed November 30, 2020; effective February 28, 2021. Amendments filed August 19, 2022; effective November 17, 2022. Amendments filed March 12, 2024; effective June 10, 2024.

0520-14-01-.03 ALLOCATION OF STATE AND LOCAL FUNDS.

- (1) Public charter school funding shall be governed by the following:
 - (a) For the purpose of implementing this Rule in calculating, allocating, and disbursing public charter school funding pursuant to T.C.A. § 49-13-112(a):
 - 1. The Department shall be responsible for calculating required funding and reporting the calculations to both authorizers and public charter schools.
 - 2. The local board of education shall be responsible for allocating the required funding to public charter schools in the local budget. Each authorizer shall include, as part of its budget submitted pursuant to T.C.A. § 49-2-203, the per student amount of local funds it will pass through to public charter schools during the upcoming school year, including all calculations listed in this Rule. The local board of education shall provide all calculations to its authorized charter schools upon request. Allocations to the public charter schools during the budgeted school year shall be based on that figure until such time as updated interim and final allocations are run pursuant to subparagraph (1)(e) below. The authorizer shall distribute local funding in no fewer than nine (9) equal installments to public charter schools in the same manner as state funds are distributed.
 - 3. The local education agency's (LEA) fiscal agent shall be responsible for the disbursement of required funding to public charter schools.
 - 4. The LEA shall be responsible for the timely and accurate submission of data and other reporting requirements to the Department.
 - 5. The public charter school shall be responsible for the timely and accurate submission of data and other reporting requirements to the authorizer.
 - 6. The authorizer and public charter school shall be responsible for collaborating to resolve any data or reporting discrepancies prior to Department reporting deadlines.
 - (b) Allocations are based on one hundred percent (100%) of state and local funds received by the LEA, including current funds allocated for capital outlay purposes

(Rule 0520-14-01-.03, continued)

and funds generated under the fast-growth stipends detailed in T.C.A. § 49-3-107, excluding the proceeds of debt obligations and associated debt services.

- (c) A local board of education shall allocate to each public charter school an amount equal to the state and local funds as calculated in subparagraphs (1)(d) and (1)(e) below for each student member enrolled in a public charter school and all appropriate allocations under federal laws or regulations, including, but not limited to, IDEA and ESEA funds.
 - 1. Pursuant to T.C.A. § 49-13-112(a), federal funds received by the LEA must be disbursed to public charter schools authorized by the LEA by either a joint agreement on shared services by individual public charter schools or sub-grants to public charter schools for the charter's equitable share of the federal grant based on eligible students. The allocation must be made in accordance with the policies and procedures developed by the Department.
- (d) Initial Allocations.
 - 1. The initial allocation shall be set forth in the local board of education's budget submitted to the Department pursuant to T.C.A. § 49-3-316 for the upcoming school year and represent the state and local funds to be allocated to each public charter school based on prior year average daily membership (ADM) and student counts, as required by the Tennessee Investment in Student Achievement Act (TISA), before such time as current year data and revenues are available. The Department shall pull this information from state-approved LEA budgets as entered into the state's system of record and include these funds in initial funding estimates shared with authorizing LEAs and public charter schools. If the LEA does not have a fully approved budget in the state's system of record, the Department will use the LEA's budgeted prior year additional local revenues or the district's prior year expenditure report, whichever is more recent, to inform the initial allocations until an LEA budget is fully approved.
 - 2. Pursuant to T.C.A. § 49-13-112(a)(1)(A), the initial allocation from the local board of education to a public charter school shall be based on the total of the state and local student-generated funds for member students in a public charter school during the prior school year for the base funding amount, weighted allocation, and direct funding allocations in accordance with TISA, and any rules promulgated by the Department pursuant to the TISA, including Chapter 0520-12-05.
 - 3. Pursuant to T.C.A. § 49-13-112(a)(1)(B), if the local funds received by the LEA are greater than the local contribution required by TISA as set forth in T.C.A. § 49-3-109, the local board of education shall also allocate the average per pupil local funds received by the LEA in the budgeted school year, in accordance with T.C.A. § 49-3-316, above those required by the TISA for each member student in the public charter school in the prior year. The initial average per pupil local funding amount shall be determined by dividing the budgeted additional local funds by the LEA's prior year ADM, including all member students of public charter schools geographically located within the LEA. The Department shall pull this information from state-approved LEA budgets as entered into the state's system of record and include these funds in initial funding estimates

(Rule 0520-14-01-.03, continued)

shared with authorizing LEAs and public charter schools. If the LEA does not have a fully approved budget in the state's system of record, the Department will use the LEA's budgeted prior year additional local revenues or the district's prior year expenditure report, whichever is more recent, to inform the initial allocations until an LEA budget is fully approved.

4. Pursuant to T.C.A. § 49-3-105(d)(1)(B), the state share of TISA funding generated by public charter school students shall be allocated to the LEA in which the public charter school is geographically located, but shall be disbursed directly to the public charter school by the Department. If the public charter school is authorized by the Commission or by the Achievement School District (ASD), the funds shall be disbursed by the Department directly to the authorizer.

- (i) A public charter school's total of TISA-generated funds shall be divided between state and local funding responsibilities based on the state and local share percentages of the LEA in which the public charter school is geographically located. The state share for base and weighted funding is determined separately using the LEA's applicable percentages, which are then applied to the public charter school's calculated base and weighted amounts. The state fully funds direct allocations. As with LEA allocations, funding for postsecondary assessment is withheld at the state level. The local share of base and weighted funding is the responsibility of the LEA in which the public charter school is geographically located and will be disbursed by the LEA to the public charter schools.
- (ii) All federal, state, and local funds generated by or received by an LEA shall be properly accounted for in the LEA's official financial records. Payment of funds to a public charter school by the state on behalf of an LEA shall be recorded in the LEA's financial records in the appropriate revenue and expenditure categories.

(e) Interim Funding Adjustments and Final Allocations.

1. After the initial allocation is made as set forth in subparagraph (1)(d), an authorizer shall adjust payments to its public charter schools on an interim basis during the school year, at a minimum, in October, December, February, April, and June, with final allocations occurring with the completion of the authorizer's final expenditure reports as submitted and approved by the Department. Pursuant to T.C.A. § 49-13-112(a)(1) and § 49-13-112(a)(3), these adjustments shall update allocations to reflect current year data, including changes in revenue, student enrollment, or student services.
2. To calculate interim and final allocations, the Department shall calculate current year ADM on the timeline in part (1)(e)1. above for all LEAs with public charter schools geographically located within the LEA's boundaries. The Department shall publish or otherwise make available to each authorizer and each public charter school the outputs and, if requested, the underlying data from each instance in which the Department runs the ADM calculations for purposes of calculating initial, interim, and final

(Rule 0520-14-01-.03, continued)

allocations. Authorizers may opt to run the adjustments more frequently in alignment with respective charter agreements.

3. Interim and final allocations to each public charter school shall include:

- (i) Pursuant to T.C.A. § 49-13-112(a)(1)(A), the interim and final allocations from the local board of education to a public charter school shall be based on the total of the state and local student-generated funds for member students in a public charter school during the prior school year for the base funding amount, weighted allocation, and direct funding allocations in accordance with the TISA, and any rules promulgated by the Department pursuant to the TISA, including Chapter 0520-12-05.
- (ii) Pursuant to T.C.A. § 49-13-112(a)(1)(B), if the local funds received by the LEA are greater than the local contribution required by TISA as set forth in T.C.A. § 49-3-109, the local board of education shall also allocate the average per pupil local funds received by the LEA in the budgeted school year above those required by the TISA for each member student in the public charter school in the prior year. The interim and final average per pupil local funding amount shall be determined by dividing the additional local funds by the LEA's current year ADM (inclusive of all member students of public charter schools geographically located within the LEA). The final average per pupil local funding amount is to be determined using the LEA's final expenditure report as submitted to and approved by the Department.
- (iii) Pursuant to T.C.A. § 49-13-112(a)(1)(C) and § 49-13-112(a)(3), a local board of education shall allocate to the public charter school an amount equal to the per student state and local funds received by the LEA for member students in the public charter school in the current school year beyond the prior year's membership. For each required interim and final allocation adjustment, the Department shall calculate the ADMs for each public charter school and the difference from the prior year ADM as used in the base funding calculation in the TISA formula. For any difference in overall ADM counts, the local board of education shall adjust the public charter school's allocation and disbursement by an amount equal to multiplying the average per student state and local funds received by the LEA in the current year by the difference in ADM for each public charter school, which may result in an increase or decrease to the overall allocation and disbursement. The final average per pupil state and local funds shall be determined using the LEA's final expenditure report as submitted to and approved by the Department. In calculating the average per student state and local funds, the total funding will exclude grants awarded on behalf of specific schools and the charter direct funding component of the TISA.
- (iv) In determining final amounts to be paid pursuant to subparts (1)(e)3.(ii) and (1)(e)3.(iii) above, the Department shall report to each authorizer and public charter school the results of LEAs

(Rule 0520-14-01-.03, continued)

state-approved final expenditure reports within five (5) business days of state approval. LEAs and each public charter school shall process final payments within thirty (30) calendar days of the Department's report on final amounts.

(f) Special Considerations.

1. New and Expanding Public Charter Schools: Notwithstanding part (1)(d)2., for the purpose of initial allocations, new public charter schools or public charter schools adding a new grade(s) shall be funded based on the anticipated enrollment in the charter agreement unless the authorizer and public charter school mutually agree on a projection of enrollment not to exceed any enrollment maximums or caps set forth in the charter agreement. The initial funding allocation for the new grade(s) shall be based on a per-student average of all state and local funds received by the LEA and disbursed to the public charter school by the LEA. Allocations shall be subsequently adjusted in accordance with subparagraph (1)(e).
2. Public Charter School Direct Funding: In accordance with T.C.A. § 49-3-105, the charter school direct funding amount each year is subject to an annual appropriation by the Tennessee General Assembly and is calculated by dividing the amount of the appropriation by the statewide public charter school ADM of the prior year. This direct funding amount shall be fully state funded and not require additional local contribution funds. The public charter school direct funding amount is calculated the same as all other direct funding components of TISA as set forth in T.C.A. § 49-3-105.
3. Fast-Growth Stipends: Subject to annual appropriations by the Tennessee General Assembly and in accordance with T.C.A. § 49-3-107, if an LEA receives a fast-growth stipend or infrastructure stipend, the LEA shall disburse to charter schools geographically located within that LEA a proportional share of funds received. The proportional share shall be equal to the percentage calculated by dividing a public charter school's TISA funding for base funding, weighted allocations, and direct allocations by the TISA funding for these same components of the LEA as a whole.
4. Educator Salary Increases: Pursuant to T.C.A. § 49-3-105(e), if the Tennessee General Assembly restricts an amount of an annual increase to the TISA base funding amount for the purpose of providing salary increases to existing educators, the Department shall determine the proportional share of funds received by each public charter school driven by the restricted funds and report that amount to each authorizer and to each public charter school. Public charter schools shall use these funds to provide salary increases to existing educators pursuant to T.C.A. § 49-3-105(e).
5. Cost Differential Factor Grants: Subject to annual appropriations by the Tennessee General Assembly and in accordance with T.C.A. § 49-3-108(d), if an LEA receives a Cost Differential Factor (CDF) grant, the LEA shall disburse to public charter schools geographically located within that LEA a proportional share of the CDF grant. The proportional share shall be equal to the percentage calculated by dividing a public charter school's

(Rule 0520-14-01-.03, continued)

TISA funding for base funding, weighted allocations, and direct allocations by the TISA funding for these same components of the LEA as a whole.

6. Outcomes Funding: If a public charter school generates outcome bonus funding as a result of students enrolled in the public charter school in the prior year, the public charter school shall receive the earned amount of outcome bonus funds from the authorizer when such funds are awarded by the Department. The Department shall report the amount of outcome bonus funds due to each public charter school to the authorizer and to each public charter school.
- (g) ASD and Commission: Pursuant to T.C.A. § 49-1-614 and T.C.A. § 49-13-112, the ASD and Commission shall receive funding in alignment with this rule for each public charter school within their respective LEAs from the LEAs in which each public charter school is geographically located.
- (h) Opportunity Public Charter Schools (OPCS): Pursuant to T.C.A. § 49-13-106(k)(1)(C), TISA state and local funds generated by an at-risk student who transfers to an OPCS located in an LEA other than the LEA in which the at-risk student resides shall follow the at-risk student to the LEA in which the OPCS is located, but only for the first school year in which the at-risk student is enrolled in an OPCS located in an LEA other than the LEA in which the at-risk student resides. For purposes of this Chapter, "at-risk student" is defined by T.C.A. § 49-13-104(3). The LEA in which the OPCS is located shall not charge tuition to such students.
- (i) Allocations to a public charter school shall not be reduced by the authorizer except for the annual authorizer fee. If the charter agreement includes a provision whereby the authorizer will provide for employee benefits or retirement, the authorizer may withhold funds to cover the costs of those services. Any services the public charter school chooses to purchase from the authorizer may also exist in a separate services contract between the public charter school and the authorizer. However, approval of a separate services contract shall not be a condition of approval of the charter agreement. If a services contract is executed with the authorizer, the authorizer may withhold funds to cover the costs of those services.
- (j) Pursuant to T.C.A. § 49-13-124, the authorizer may endorse the submission of the qualified zone academy bond application to the local taxing authority. The authorizer may endorse such a bond application submitted by the public charter school governing body, or the authorizer may include the public charter school's project as part of the authorizer's bond application.
- (k) If public charter schools provide school nutrition programs, they may provide their own programs in compliance with United States Department of Agriculture regulations and State law or they may contract with the authorizer for the provision of school nutrition programs.

Authority: T.C.A. §§ 49-1-302, 49-2-203, 49-6-2101, et seq., 49-13-112, 49-13-114, 49-13-124, 49-13-126, 49-3-101 et seq., 49-3-316, 49-3-105. **Administrative History:** Original rule filed March 25, 2010; effective August 29, 2010. Repeal and new rule filed March 21, 2012; effective August 29, 2012. Amendments filed September 22, 2017; effective December 21, 2017. Amendments filed September 29, 2020; effective December 28, 2020. Amendments filed November 30, 2020; effective February 28, 2021. Amendments filed March 8, 2023; effective June 6, 2023. Amendments filed March 12, 2024; effective June 10, 2024.

(Rule 0520-14-01, continued)

0520-14-01-.04 ENROLLMENT.

- (1) Charter schools shall conduct an initial student application period of at least thirty (30) calendar days during which all students may apply.
- (2) A charter school shall not exclude students from enrollment based on race, color, ethnicity, national origin, religion, income level, disability, English language proficiency, or academic ability.
- (3) A charter school may submit a charter school application that seeks to limit enrollment to a single-sex, as defined in T.C.A. § 49-2-802, if the enrollment proposal complies with state and federal law.
- (4) A charter school that is an OPCS, as defined in T.C.A. § 49-13-104, with a residential model shall ensure its facilities:
 - (a) Comply with all applicable health and safety laws, regulations, and codes of the city, county, and state;
 - (b) Meet all fire safety regulations and procedures promulgated by the Tennessee Fire Marshal's Office; and
 - (c) Are constructed, remodeled, renovated, expanded, or modified in accordance with any state and federal requirements applicable to the school regarding building accessibility, including, but not limited to, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
- (5) A charter school shall enroll an eligible student who submits an application by the charter school's deadline unless the number of applications exceeds the capacity of a program, class, grade level, or building.
- (6) If, at the end of the initial student application period, the number of eligible students seeking to be enrolled does not exceed the school's capacity or the capacity of a program, class, grade level, or building, the enrollment of eligible students may proceed on a first-come, first-served basis.
- (7) If, at the end of the initial student application period, the number of eligible students seeking to be enrolled exceeds the school's capacity or the capacity of a program, class, grade level, or building, eligible students shall be enrolled using a lottery.
 - (a) Any such lottery shall be conducted within thirty (30) calendar days of the close of the initial student application period.
 - (b) Students who attended the charter school during the previous school year shall be given first enrollment preference and excluded from entering into a lottery. Students who attended the charter school during the previous school year shall not be required to reapply.
 - (c) Students enrolling in a charter school from another charter school, even if both schools share a governing body, shall be subject to the lottery preferences outlined in paragraph (8) of this Rule.
 - (d) A charter school may give an enrollment preference to children of an employee of the charter school or member of the governing body of the charter school, not to

(Rule 0520-14-01-.04, continued)

exceed ten percent (10%) of total enrollment or twenty-five (25) students, whichever is less, in which case such students shall also be given first enrollment preference and excluded from entering into a lottery.

- (e) In accordance with T.C.A. § 49-13-108(i)(2), a charter school sponsored by a public institution of higher education may give an enrollment preference to children of the public institution of higher education's employees or members of the institution's governing body, not to exceed twenty-five percent (25%) of the charter school's total enrollment.
- (8) If an enrollment lottery is conducted, a charter school shall give enrollment preferences in the following order:
- (a) For an OPCS:
 - 1. Students identified as at-risk, as defined in T.C.A. § 49-13-104(3); and
 - 2. If an OPCS has additional capacity after the number of eligible at-risk students seeking to be enrolled have been accepted, the OPCS shall give enrollment preferences in the order listed under paragraph (8)(b), as applicable.
 - (b) For all other charter schools:
 - 1. Students enrolled in a pre-K program operated by the charter school;
 - 2. Students who are economically disadvantaged as defined in T.C.A. § 49-3-104, if the charter school has elected to use such an enrollment preference. A charter school may give an enrollment preference to students who are economically disadvantaged pursuant to T.C.A. § 49-13-113. A charter school may request, but shall not require, information on an initial student application to verify that a student is legally qualified as economically disadvantaged, as defined in § 49-3-104. This information shall be utilized for the purposes of an enrollment lottery and shall not exclude students from enrollment;
 - 3. Students applying to enroll in the charter school that has an authorizer-approved articulation agreement with the students' current charter school, which allows students to matriculate from one school to the other;
 - 4. Siblings of students already enrolled in the charter school;
 - 5. Students residing within the geographic boundaries of the LEA in which the charter school is located who were enrolled in another public school during the previous school year. If the public charter school is authorized in a county LEA, this preference includes students who reside in the county and who were enrolled in the previous school year in another LEA located in the same county; and
 - 6. Students residing outside the geographic boundaries of the LEA in which the charter school is located, if permitted through the authorizer's out-of-district enrollment policy.

(Rule 0520-14-01-.04, continued)

- (9) If enrollment within a group of preferences set out in paragraph (8) exceeds the planned capacity of the school, enrollment within that group shall be determined on the basis of a lottery.
- (10) A non-charter public school converting to a charter school under T.C.A. § 49-13-106 (conversion charter school) shall give enrollment preference to students who reside within the former school zone of the conversion charter school, subject to the exception at subparagraph (10)(a). Students enrolled in the existing non-charter public school to be converted shall have the option to enroll in another public school operated by the LEA in which the charter school is located without penalty. The enrollment preference for students who reside within the former school zone of the conversion charter school excludes those students from entering into a lottery.
 - (a) A non-charter public school converting to an OPCS shall not give an enrollment preference to students who reside within the former school zone of the conversion charter school unless the student is an at-risk student as defined in T.C.A. § 49-13-104(3).
- (11) Students living in other school zones may enroll in a conversion charter school after those living in the school zone have the opportunity to enroll, but only if there is program, class, grade level, and building capacity to serve the out-of-zone students. If applications by out-of-zone students exceed the charter school's capacity, enrollment of out-of-zone students shall be determined on the basis of a lottery. Out-of-zone students who attended the school the previous school year, and such students' siblings, may be given preference in enrollment.
- (12) A charter school may refuse to admit any student who is expelled from another public school or district or who is in the process of being expelled from another public school or district.
- (13) Additional verification requirements for enrollment in an OPCS:
 - (a) To qualify as at-risk, a student shall only be required to meet the income requirement and one (1) at-risk eligibility criterion listed in T.C.A. § 49-13-104(3)(a)-(h).
 - (b) As part of the enrollment process, the parent or guardian of an enrolling student or an enrolling student who has reached the age of eighteen (18) shall provide verification of meeting the at-risk criteria, as defined in T.C.A. § 49-13-104(3).
 - (c) Verification for at-risk criteria shall be established through the completion of the appropriate documentation as required in State Board Opportunity Public Charter School Policy 6.114.
 - (d) Whether a student qualifies as at-risk shall be determined by the OPCS only at the time of enrollment. If a student has withdrawn from the OPCS and subsequently re-enrolls, the OPCS shall verify at-risk eligibility at the time of re-enrollment.
- (14) Reporting requirements:
 - (a) A charter school shall provide to the Department certification by an independent accounting firm or by a law firm that each lottery conducted for enrollment purposes complied with the requirements of T.C.A. § 49-13-113. Charter schools

(Rule 0520-14-01-.04, continued)

that choose to participate in the enrollment process of their authorizer may use certification from the authorizer to satisfy this requirement.

- (b) In lieu of an independent accounting firm or law firm, charter schools may request that the Department review and approve the lottery process prior to conducting the lottery.
- (c) By June 30th of each year, an OPCS shall submit to its authorizer a signed, written verification from an independent accounting firm or law firm stating whether the school met or exceeded an overall average of seventy-five percent (75%) at-risk student enrollment in the immediately preceding school year.
 - 1. The authorizer shall include the results of this annual verification in its authorizer report.
 - 2. If an OPCS fails to meet the seventy-five percent (75%) at-risk student enrollment requirement for three (3) consecutive school years, the school shall petition the authorizer to amend its charter agreement to convert to a public charter school and forgo its OPCS status, or voluntarily close.
 - (i) If an OPCS seeks to amend its charter agreement, it shall petition its authorizer by the fall amendment petition deadline immediately following the third (3rd) consecutive year in which the school failed to meet the at-risk enrollment requirement and shall follow the amendment petition process outlined in the Commission's rules, including the right to an appeal.
 - (ii) If an OPCS chooses to voluntarily close, the school shall notify its authorizer of its decision by October 1 immediately following the third (3rd) consecutive year in which the school failed to meet the seventy-five (75%) enrollment requirement, and the school shall close by the end of that school year.
 - 3. An OPCS shall retain documentation evidencing that at-risk students met the at-risk eligibility criteria at the time of the student's enrollment, or any re-enrollment, in the OPCS.

Authority: T.C.A. §§ 49-13-104, 49-13-108, 49-13-113, 49-13-126. **Administrative History:** Original rule filed March 25, 2010; effective August 29, 2010. Repeal and new rule filed March 21, 2012; effective August 29, 2012. Amendments filed January 10, 2018; effective April 10, 2018. Amendments filed August 29, 2018; effective November 27, 2018. Amendments filed September 29, 2020; effective December 28, 2020. Amendments filed November 30, 2020; effective February 28, 2021. Amendments filed March 12, 2024; effective June 10, 2024.

0520-14-01-.05 ANNUAL AUTHORIZER FEE AND ANNUAL REPORTING.

- (1) Requirements applicable to local boards of education that serve as an authorizer of a charter school(s) (i.e., district authorizers):
 - (a) Pursuant to T.C.A. § 49-13-128, district authorizers shall receive an annual authorizer fee that is a percentage of the charter school's per student state and local funding as allocated under T.C.A. § 49-13-112. The annual authorizer fee

(Rule 0520-14-01-.05, continued)

shall be the lesser of three percent (3%) of the annual per-student state and local allocations or \$35,000 per school.

- (b) District authorizers shall use the annual authorizer fee exclusively for fulfilling the following authorizing obligations:
1. Charter school application approval process, including:
 - (i) Implementation of State Board-approved quality authorizing standards; and
 - (ii) Stipends or travel for external reviewers.
 2. Interim review process required by T.C.A. § 49-13-121(k), including review of the progress of the school in achieving the goals, objectives, pupil performance standards, content standards, and other terms of the approved charter agreement.
 3. Charter school renewal process required by T.C.A. § 49-13-121, including:
 - (i) Review of the renewal application;
 - (ii) Stipends or travel for external reviewers; and
 - (iii) Development of the renewal evaluation required to be submitted to each charter school.
 4. Monitoring and oversight activities, including:
 - (i) Development of a performance framework;
 - (ii) Annual monitoring visits;
 - (iii) Data meetings;
 - (iv) Any software or data management tools required by the district authorizer exclusively for charter schools;
 - (v) Monitoring of all legal requirements; and
 - (vi) School closure responsibilities outlined in T.C.A. § 49-13-130.
 5. Personnel costs for staff supporting charter schools, including:
 - (i) Salaries and benefits for full-time or part-time personnel with exclusive charter school responsibilities;
 - (ii) Salaries for personnel who spend a portion of their time on direct charter school responsibilities. Any funds spent on salaries must be pro-rated to reflect the amount of time spent only on charter support work. Salaries for personnel may only be paid for with authorizer fee funds if the activities and duties of the personnel are beyond the scope and capacity of the LEA charter school office or personnel;

(Rule 0520-14-01-.05, continued)

- (iii) External consultants or other consultancy or legal fees to support charter authorizing obligations; and
 - (iv) Reasonable costs associated with recruiting or hiring charter support or authorizing staff.
 - 6. Operational expenses for staff supporting charter schools.
 - 7. Annual reporting, including:
 - (i) Review of annual charter school performance reports required under T.C.A § 49-13-120;
 - (ii) Reporting of vacant and underutilized properties owned or operated by the LEA pursuant to T.C.A § 49-13-136 and paragraph (1)(c) of this Rule;
 - (iii) Creation of the authorizer fee report required by T.C.A § 49-13-128(f); and
 - (iv) Reporting of student directory information required by T.C.A § 49-13-132.
 - 8. Ongoing charter school support services, including:
 - (i) Interventions or authorizer-led supports;
 - (ii) Maintenance of facilities or other capital outlay obligations that are not otherwise outlined in a lease agreement between the authorizer and charter school;
 - (iii) Professional development, orientation, or onboarding of charter school employees or staff supporting charter schools; and
 - (iv) Contract services for specialized or targeted charter school supports.
- (2) Requirements applicable only to state-level authorizers:
 - (a) In accordance with T.C.A. § 49-13-128:
 - 1. If the ASD authorizes a public charter school, the ASD shall receive an annual authorizer fee of up to three percent (3%) of the public charter school's per pupil state and local funding as allocated under § 49-13-112(a). By May 1 of each year, the Commissioner shall set the percentage of a public charter school's per-pupil state and local funding that the ASD shall receive as the annual authorizer fee for the next school year.
 - (i) The ASD shall use the annual authorizer fee exclusively for fulfilling authorizing obligations set forth in subparagraph (1)(b) of this Rule.
 - 2. If the Tennessee public charter school commission (Commission) authorizes a public charter school, the Commission shall receive an

(Rule 0520-14-01-.05, continued)

annual authorizer fee of up to three percent (3%) of the public charter school's per pupil state and local funding as allocated under § 49-13-112(a). By May 1 of each year, the Commission or the Commission's designee shall set the percentage of a public charter school's per student state and local funding that the Commission shall receive as the annual authorizer fee for the next school year.

- (i) The Commission shall use the annual authorizer fee for fulfilling authorizing obligations set forth in subparagraph (1)(b) of this Rule. Additionally, the Commission may use the annual authorizer fee to fulfill obligations consistent with the authority of the Commission as set forth in Tennessee Code Annotated Title 49, Chapter 13.

(3) Requirements applicable to all authorizers:

- (a) The authorizer fee shall be paid by a charter school to its authorizer in accordance with the payment process issued by the Department of Education.
- (b) The annual authorizer fee collected by an authorizer shall be recorded in the general ledger using the appropriate revenue code as determined by the Tennessee Comptroller and shall be subject to all audit and reporting requirements.
- (c) By December 1 of each year, each authorizer that collects an annual authorizer fee shall report to the State Board the total amount of authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee. Reports shall be submitted on a reporting form developed by the State Board.
- (d) Each authorizer fee report shall be posted on the authorizer's website and the State Board's website.
- (e) If, for any school year, the total amount of authorizer fees collected by the authorizer exceeds the amount used by the authorizer to perform its authorizing obligations and responsibilities, the authorizer shall distribute the amount remaining to its authorized public charter schools.
- (f) Any excess funds collected by an authorizer shall be distributed to its authorized charter schools in the school year immediately following the school year in which the excess fees were collected by the authorizer and in accordance with the process established by the Department of Education.
- (g) If the State Board determines funds were used by the authorizer for activities other than the authorizing obligations outlined in this Rule, the State Board shall direct the Department of Education to withhold an amount equal to the misallocated funds in the following school year from the authorizer and shall distribute the misallocated funds directly to the authorizer's charter schools.
- (h) If an authorizer does not receive timely payment from an authorized charter school in accordance with this Rule, the authorizer shall be entitled to any past due amount from the authorized charter school in accordance with the payment process issued by the Department of Education.

(Rule 0520-14-01-.05, continued)

- (i) Each charter school shall receive a proportionate share of any excess or misallocated funds collected by the authorizer based on the actual amount of authorizer fee funds paid to the authorizer by each charter school.
 - (j) Authorizers shall annually provide a projected charter school office budget for the upcoming school year to the State Board by August 1. The State Board shall annually post each projected budget to its website by August 15.
- (4) Requirements applicable to LEAs in which one (1) or more public charter schools operate:
- (a) Annually by May 1, the LEA shall publish the information required in T.C.A. § 49-13-136(c)(1) on the LEA's website and submit a comprehensive listing of all vacant or underutilized property to the Department and the Comptroller of the Treasury.
 - 1. Vacant property, as defined in T.C.A. § 49-13-104, means a building, with or without improvements, which is closed or no longer used for direct academic instruction for students in pre-kindergarten through grade twelve (pre-K-12), or any combination thereof, including, but not limited to, spaces suitable for classroom use that are currently being used for storage of any kind and does not include real property on which a building or permanent structure has not been erected.
 - 2. Underutilized property, as defined in T.C.A. § 49-13-104, means a building or portion thereof, with or without improvements, which is not used or is used irregularly or intermittently for K-12 instructional or program purposes, including, but not limited to, spaces suitable for classroom use that are currently being used for storage of any kind. K-12 instructional purposes include spaces used for providing direct instruction to students. K-12 program purposes include spaces used in support of K-12 instructional programming, such as faculty professional development, employee offices, and other similar uses, but do not include spaces suitable for classroom use that are currently being used for storage of any kind. For public school facilities that, by their nature, are characterized by irregular or intermittent use, such as auditoriums, gymnasiums, cafeterias, and athletic facilities, irregular or intermittent use means the facility is used for K-12 instructional or programming purposes less than ten (10) times per school year. For all other public school facilities, irregular or intermittent use means the facility is used for K-12 instructional or programming purposes fewer than ninety (90) days per school year or the facility is used at less than 55% capacity, to be calculated in accordance with the Department's guidance and reporting template.

Authority: T.C.A. §§ 49-1-302, 49-13-112, 49-13-126, and 49-13-128. **Administrative History:** Original rule filed January 11, 2019; effective April 11, 2019. Amendments filed May 27, 2021; effective August 25, 2021. Amendments filed January 31, 2025; effective May 1, 2025.

Kingsport City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: 11/12/19
		Rescinds: 4.605	Issued: 09/12/19

The Board of Education sets the following minimum requirements for students to graduate from Dobyne-Bennett High School. The following graduation requirements, stated in terms of credits, are established:

Plan of Study

English *	4
Math*	4
Science *	3
Social Studies *	4
Foreign Language*	2
Fine Arts *	1
Wellness *	2
Elective Focus *	3
Electives*	5
Total:	28

* Specific course requirements apply in these subjects. (See below)

The Superintendent, or designee, is authorized to adjust graduation requirements for non-transfer students. The school administration is authorized and directed to implement a plan to adjust graduation requirements for students transferring from other systems. A written plan will be developed for each student for whom graduation requirements are adjusted and will include a description of the change and the type of diploma that will be earned. In all cases, the adjusted credit requirements shall meet or exceed minimum applicable state requirements.

The principal may approve correspondence courses/virtual courses, crossover courses and credit recovery to be applied toward graduation requirements.

Participation in a graduation ceremony is not a graduation requirement. Students eligible for graduation shall be given an option to participate in the graduation ceremony or not to participate nor attend. Students who elect to participate in the graduation ceremony shall follow established participation guidelines and are considered students under the authority of the school. Within one week following the graduation ceremony, the diploma (or other certificate) shall be distributed to all graduates with no financial or disciplinary obligations.

Before graduation, every student shall¹ [1] achieve the specified 28 units of credit; [2] take the required end of course exams; [3] have satisfactory records of attendance and conduct, [4] complete an examination in the 11th grade;² and [5] pass a United States civics test.³

1 The requirements for graduation include:

2 **ENGLISH**

3 Four (4) courses in English (to satisfy the minimum of 4 credits)

4 English 9 or equivalent (1 credit)

5 English 10 or equivalent (1 credit)

6 English 11 or equivalent (1 credit)

7 English 12 or equivalent (1 credit)

8 **SOCIAL STUDIES**

9 Five (5) courses in Social Studies (to satisfy the minimum of 4.0 credits)

10 World History or equivalent (1 credit)

11 United States History or equivalent (1 credit)

12 American Government or equivalent (1 credit)

13 Economics or equivalent (1/2 credit)

14 Personal Finance or equivalent (1/2 credit)

15 **SCIENCE**

16 Three (3) courses in Science are required (to satisfy the minimum of 3 credits)

17 Biology or equivalent (1 credit)

18 Chemistry or Physics or equivalent (1 credit)

19 Additional Lab Science Course (1 credit)

20 **MATH**

21 Four (4) courses in Math required. A minimum of 1 math course per year (to satisfy the minimum of 4
22 credits)

23 Algebra I

24 Geometry

25 Algebra II

26 Another upper level math course

27 **FOREIGN LANGUAGE**

28 Two (2) required credits in Foreign Language in the same area (i.e., Spanish I and Spanish II)

29 *Special Education Students*⁴

30 Special education students who successfully complete their Individualized Educational Program (IEP),
31 pass the required competency assessment and have satisfactory records of attendance and conduct shall
32 be awarded a regular diploma. A special education diploma shall be awarded to students who have
33 satisfactorily completed their IEP and who have satisfactory records of attendance and conduct, but

1 who have not met the proficiency testing requirements.⁵

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

- 4 1. satisfactorily completed their IEP;
- 5 2. maintained satisfactory records of attendance and conduct;
- 6 3. completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
7 (SKEMA);
- 8 4. completed at least four (4) years of high school; and
- 9 5. has two (2) years of non-paid work experience.

10 The decision to attain an occupational diploma shall be made at the conclusion of the student's tenth
11 (10th) grade year, or two (2) academic years prior to the expected graduation date. Students who have
12 received an occupational diploma shall continue to make progress towards a high school diploma until
13 the end of the school year in which they turn twenty-two (22) years old.

14

15 **STATE DIPLOMA**

16 Students who do not meet the minimum requirements to graduate from Dobyns-Bennett High School,
17 but who do receive the minimum credits to graduate under state law, will receive a state diploma. A
18 student must meet the minimum requirements to graduate from Dobyns-Bennett High School to be
19 eligible to participate in the graduation ceremony.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Honor Roll, Awards, & Class Ranking 4.602

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

General

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

Before high school graduation, every student shall:¹

1. Achieve the specified twenty-two (22) units of credit;
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation;² and
5. Pass a United States civics test.³

SPECIAL EDUCATION STUDENTS⁴

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

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

Special Education Diploma

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

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

Occupational Diploma

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

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on their IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

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

Alternate Academic Diploma

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

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

STUDENT LOAD

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

EARLY GRADUATION⁷

[Insert local early graduation provision, if applicable. Provision below covers the requirements of the Move on When Ready Act.]

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

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

1. Earn the required seventeen (17) credits;
2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT or SAT benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

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

Legal References

1. [TCA 49-6-6001](#); [State Board of Education Policy 2.103](#); [TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\)](#); [State Board of Education Policy 2.103](#)
3. [TCA 49-6-408](#); [State Board of Education Policy 2.103](#)
4. [TRR/MS 0520-01-03-.06](#); [State Board of Education Policy 2.103](#)
5. [TCA 49-6-6005](#); [State Board of Education Policy 2.103](#)
6. [TRR/MS 0520-01-03-.06\(19\)](#)
7. [TCA 49-6-8103](#); [State Board of Education Policy 2.103](#)

Cross References

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

Kingsport City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/28/21
		Rescinds: 6.200	Issued: 11/12/19

The Board of Education directs the principals at each school division (high school, middle school and elementary school) to implement procedures to record, evaluate, excuse and report to the parent/guardian a child's absence from school. No procedure shall be implemented without the approval of the Superintendent of Schools and the Attendance Supervisor. Principals shall review procedures and revise as needed.

Copies of approved procedures shall be filed in the offices of the Superintendent, Attendance Supervisor and each principal. A copy of the procedures shall be distributed to all students at the beginning of each school year.

This policy and the related procedures in no way supersede state or federal laws relative to school attendance. Student attendance records shall receive the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student attendance information without the consent of the parent/guardian (or adult student).

Absences shall be classified as either excused or unexcused as determined by the principal/designee.

Excused absences shall include:¹

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;²
6. Pregnancy;
7. ~~School-sponsored or school~~ School-endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

Progressive Truancy Intervention Plan³

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy intervention plan shall apply to all students within the district and include the following:

1. A conference with the student and the student's parent(s)/guardian(s) beginning with the 3rd unexcused day;
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

Tier II

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, beginning with the 8th unexcused day, the student will be subject to Tier II.

Under this tier, a school district employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful, beginning with the 12th unexcused day.

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

Legal References

1. TRR/MS 0520-01-02-.17(1)(c); State Board of Education Policy 4.100
2. TCA 49-6-2904(b)(5)
3. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021, Chapter No. 223

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date:
		Rescinds:	Issued:

General

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

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

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

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

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

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:⁴

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;

5. Religious observances;⁵

6. Pregnancy;

7. School endorsed activities;

8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness; and

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

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

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

*Progressive Truancy Plan*⁸

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to, [insert local practices as to these schoolwide prevention-oriented supports].

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

1. A conference with the student and the student's parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the Attendance Supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall consist of the following interventions: [e.g., school-based community services; participation in a school-based restorative justice program; referral to a school-based teen court; Saturday or after-school courses designed to improve attendance and behavior]. The interventions shall address students' needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

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

The district shall not be responsible for transporting students to and from the place of instruction.

[Include the following language if the Board wants to allow students to receive credit for these courses: Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one (1) unit of elective credit. The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.]

MAKE-UP WORK

[Insert local practices concerning make-up work.]

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹² If attendance is a factor prior to credit/promotion denial, the following shall occur:

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

DRIVER'S LICENSE REVOCATION²

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

ATTENDANCE HEARING¹³

Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

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

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

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [Public Acts of 2025, Chapter No. 401](#)
12. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
13. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

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

TENNESSEE STATE BOARD OF EDUCATION	
SCHOOL ATTENDANCE POLICY	4.100

I. Compulsory Attendance

- (1) The compulsory attendance law requires all children in Tennessee to attend school between six (6) and seventeen (17) years of age, both inclusive. T.C.A. §§ 49-6-3001 and 49-6-3005 provide that the following children may be exempt from the compulsory attendance law:
 - (a) Children mentally or physically incapacitated to perform school duties, with the disability attested to by a duly licensed physician in all cases;
 - (b) Children who have completed high school and hold a high school diploma or other certificate of graduation;
 - (c) Children enrolled and making satisfactory progress in a course of instruction leading to a high school equivalency diploma;
 - (d) Children temporarily excused from attendance in school under rules and regulations promulgated by the State Board of Education, which rules and regulations shall not be in conflict with T.C.A. § 50-5-103 or any other law governing child labor in this state;
 - (e) Children participating in a program of hospital or homebound instruction administered or approved by the LEA;
 - (f) Children six (6) years of age or under whose parent or guardian have filed a notice of intent to conduct a home school as provided by T.C.A. § 49-6-3001 or who are conducting a home school as provided by T.C.A. § 49-6-3050;
 - (g) Children enrolled in a home school who have reached seventeen (17) years of age; and
 - (h) Children who have attained their seventeenth (17th) birthday and whose continued compulsory attendance, in the opinion of the local board of education in charge of the school to which the children belong and are enrolled, results in detriment to good order and discipline and to the instruction of other students and is not of substantial benefit to the children.

II. Excused Absences

- (1) A school principal may excuse a student from school attendance to participate in a non-school-sponsored extracurricular activity if the following conditions are met:

TENNESSEE STATE BOARD OF EDUCATION

SCHOOL ATTENDANCE POLICY

4.100

- (a) The student provides documentation to the school as proof of the student's participation in the non-school-sponsored extracurricular activity;
 - (b) The student's parent, custodian, or other person with legal custody or control of the student, prior to the extracurricular activity, submits to the principal or the principal's designee a written request for the excused absence. The written request shall be submitted no later than seven (7) business days prior to the student's absence; and
 - (c) The principal or the principal's designee approves, in writing, the student's participation in the non-school-sponsored extracurricular activity.
- (2) The principal may limit the number and duration of non-school-sponsored extracurricular activities for which excused absences may be granted to a student during the school year.
- (3) The principal shall excuse no more than ten (10) absences each school year for students participating in non-school-sponsored extracurricular activities.
- (4) If a student is absent pursuant to a summons, subpoena, court order, or other legal requirement, then the student's absence shall be an excused absence, and the student shall be afforded the opportunity to complete all assignments missed. This does not apply to absences related to a criminal or delinquent act pursuant to T.C.A. § 37-1-134 and T.C.A. § 37-1-1114(c).
- (5) If a student misses a class or day of school because of the observance of a day set aside as sacred by a recognized religious denomination of which the student is a member or adherent, where such religion calls for special observances of such a day, then the student's absence shall be an excused absence and the student shall be afforded the opportunity to complete all assignments missed without imposition of any penalty because of the absence.
- (6) If a student's parent or legal guardian is a member of the United States armed forces, including a member of a state National Guard or a reserve component called to federal active duty, a public school principal shall give the student:
 - (a) An excused absence for one (1) day when the member is deployed;
 - (b) An additional excused absence for one (1) day when the service member returns from deployment;

TENNESSEE STATE BOARD OF EDUCATION

SCHOOL ATTENDANCE POLICY

4.100

- (c) Excused absences for up to ten (10) days for visitation when the member is granted rest and recuperation leave and is stationed out of the country;
 - (d) Excused absences for up to ten (10) days cumulatively within the school year for visitation during the member's deployment cycle. The student shall provide documentation to the school as proof of the service member's deployment; and
 - (e) The opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.
- (7) Local boards of education may adopt a policy that excuses a student from school to attend a released time course in religious moral instruction for up to one (1) class period during each school week in compliance with T.C.A. § 49-2-130.

III. Students Counted as Present

- (1) Students serving in-school suspension and receiving educational services shall be counted as present.
- (2) Students receiving homebound instruction shall be counted as present.
- (3) Students who serve as pages for the General Assembly during the school year, either at regular or special sessions, shall be credited as present. The student's participation as a page shall not be counted as an absence, either excused or unexcused.
- (4) Students participating in school-sponsored events shall be counted present provided the events or activities are school directed, related to an instructional activity, and have prior approval of the local board of education.
- (5) Students participating in an activity or program sponsored by 4-H shall be counted present provided the program or activity does not occur during the schedule established by the Commissioner of Education for the administration of the Tennessee comprehensive assessment program (TCAP) and/or any period of time for which the student has been suspended, expelled, or assigned to an alternative school or program.
- (6) LEAs may adopt a policy allowing high school students participating in postsecondary school visits to be counted as present. Students shall only be counted present the day of the postsecondary visit and shall not be counted during any travel days. If an LEA adopts such a policy, the policy shall include:

TENNESSEE STATE BOARD OF EDUCATION	
SCHOOL ATTENDANCE POLICY	4.100

- (a) The number of days a student may be counted present for postsecondary school visits;
- (b) A requirement of prior notice from a parent or legal guardian specifying the date of the postsecondary school visit;
- (c) A specific procedure for documenting that a student visit to a postsecondary school occurred, such as a signed letter or form from a campus official of the postsecondary institution;
- (d) A requirement for students to complete all school work missed during a postsecondary school visit;
- (e) A provision specifying that postsecondary school visits are not required of any student; and
- (f) A provision specifying that the student's parent or guardian, not the district, are solely responsible for facilitating postsecondary school visits and for ensuring the safety of students during the visit.

Kingsport City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: 12/14/21
		Rescinds: 6.4081	Issued: 11/12/19

~~Employees Teachers~~ who are directly responsible for a student's education or ~~other employees~~ who ~~otherwise~~ interact ~~within the scope of their assigned duties~~ with students on a professional basis may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ If relocation is necessary, the process will comply with all special education laws. Such employees may also intervene in a physical altercation between two or more students or between a student and an LEA employee. Reasonable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.²

If an employee is unable to resolve the matter with the use of reasonable or justifiable force as required, the student shall be allowed to remain in place until such a time as local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until such a time as a parent or guardian can retrieve the student.

In the event that physical relocation becomes necessary, the teacher shall immediately file a brief report of the incident with the building principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, then the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record, and not become a part of that student's permanent record. The principal or the principal's designee shall notify the teacher involved of the actions taken to address the behavior of the relocated student.¹

The Superintendent of Schools shall create procedures to implement this policy consistent with State law. Each building principal shall fully support the employees' authority under this policy and fully implement the policy and procedures of the system.

Legal References

1. TCA 49-6-2802; Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

Teachers who are directly responsible for a student's education or other employees who interact with students on a professional basis may relocate a student from the student's present location to another location when such relocation is necessary for the student's safety or the safety of others.¹ If relocation is necessary, the process will comply with all special education laws. Such employees may also intervene in a physical altercation between two (2) or more students or between a student and a district employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of reasonable or justifiable force, the student shall be allowed to remain in place until local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until a parent/guardian can retrieve the student.

In the event that physical relocation becomes necessary, the employee shall immediately file a brief report of the incident with the principal. If the student's behavior constitutes a violation of the Board's zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report shall be kept in the student's discipline record and not become a part of that student's permanent record. The principal/designee shall notify the employee involved of the actions taken to address the behavior of the relocated student.¹

The Director of Schools shall develop administrative procedures regarding the safe relocation of students consistent with state law. Each principal shall fully support the employees' authority to relocate a student and ensure appropriate implementation and reporting.

Legal References

1. [TCA 49-6-2802](#)
2. [TCA 39-11-603](#); [TCA 39-11-609](#); [TCA 39-11-610](#);
[TCA 39-11-611](#); [TCA 39-11-612](#); [TCA 39-11-613](#);
[TCA 39-11-614](#); [TCA 49-6-4107](#)

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500

Document: Tenn. Code Ann. § 49-6-2802

Tenn. Code Ann. § 49-6-2802

Copy Citation

Current through the 2025 Regular Session.

Tennessee Code Table of Contents PAW- ET TABLE OF CONTENTS Title 49

Education Chapter 6 Elementary and Secondary Education Part 28 Teacher's Discipline Act

49-6-2802. Policy regarding relocation of student — Use of reasonable or justifiable force — Intervention in physical altercation.

(a)

(1) Each local board of education and each public charter school governing body shall adopt a policy regarding a teacher's ability to relocate a student from the student's present location to another location for the student's safety or for the safety of others.

(2) The use of reasonable or justifiable force, as defined in §§ 39-11-603, 39-11-609, 39-11-610, 39-11-612, 39-11-613, 39-11-614, 39-11-621, and 39-11-622, if required to accomplish this task due to the unwillingness of the student to cooperate, is allowed. If steps beyond the use of reasonable or justifiable force are required, then the student must be allowed to remain in place until local law enforcement officers or school resource officers can be summoned to relocate the student or take the student into custody until a parent or guardian can retrieve the student.

(3) The policy required under this subsection (a) must authorize teachers to intervene in a physical altercation between two (2) or more students, or between a student and an LEA employee or public charter school employee, as applicable, using reasonable or justifiable force upon a student, if necessary, to end the altercation by relocating the student to another location.

(b) The policy required under subsection (a) must:

(1) Be in effect on school property, as well as at official school-sponsored events, including, but not limited to, sporting events and approved field trips that take place away from school property; and

(2) Cover teachers who are directly responsible for the student's education, and other LEA employees or public charter school employees, as applicable, who interact with students on a professional basis. The

LEA employees or public charter school employees described in this subdivision (b)(2) include, but are not limited to, administrators, teachers, school support staff, bus drivers, cafeteria workers, and school resource officers while the employee is acting within the scope of the employee's assigned duties.

(c) The policy required under subsection (a) must require a teacher to file a brief report with the principal detailing the situation that required the relocation of the student. The report must be kept either in a student discipline file, in which case the report does not become a part of the student's permanent record, or it must be filed in the student's permanent record, if the student's behavior violated the applicable zero tolerance policy. After the teacher files the report required under this subsection (c), the student is subject to additional disciplinary action that may include suspension or expulsion from the school. The principal or the principal's designee must notify the teacher involved of the actions taken to address the behavior of the relocated student.

(d) Each principal shall fully support the authority of each teacher in the principal's school to relocate under this section.

(e) Each principal shall implement the policies and procedures of the local board of education or public charter school governing body, as applicable, relating to the authority of each teacher to relocate a student and shall disseminate such policies and procedures to the students, faculty, staff, and parents or guardians of students.

(f) The policy required under subsection (a) must comply with all state and federal laws, including the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.), and Section 504 of the Rehabilitation Act (29 U.S.C. § 794).

History

Acts 2021, ch. 77, § 2.

TENNESSEE CODE ANNOTATED

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Content Type: Statutes and Legislation

Terms: 49-6-2802

Narrow By: custom: custom Sources: Tennessee Code Table of Contents PAW- ET TABLE OF CONTENTS

Date and Time: Jan 21, 2026 08:44:45 a.m. EST



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February 10, 2026

KINGSPORT CITY SCHOOLS
FISCAL YEAR 2025-2026
BUDGET AMENDMENT NUMBER FOUR

GENERAL PURPOSE SCHOOL FUNDS

ITEM ONE: BALLAD HEALTH DONATION

Ballad Health is donating \$4,500 to Kingsport City Schools to create a “Reset Room” at Jackson Elementary School. This project is to aid in positive mental health and stress reduction for students and teachers.

It is recommended that the estimated revenue for Other Local Revenue and the appropriations for Jackson Capital Outlay be increased by \$4,500.

ITEM TWO: TECHNOLOGY EQUIPMENT PURCHASE

The cost of staff laptops and student Chromebooks have experienced increased prices that have caused budget shortfall of \$124,500 in the Technology Instructional Equipment budget. There will be an unspent erate appropriation of \$90,000 and there has been \$34,500 identified in the Technology Non-Instructional Equipment budget that can be used to transfer the Technology Instructional Equipment account to cover this shortfall.

It is recommended that the \$124,500 be transferred from Technology Non-Instructional Equipment account to the Technology Instructional Equipment account.

Inclement Weather Review

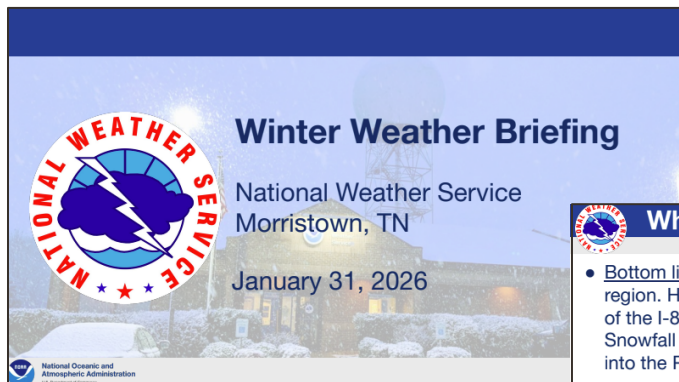
KSC Board of Education
February 10, 2026



Inclement Weather Procedures

- **Days Prior and During: Review upcoming forecasts (minimum: daily)**
 - **National Weather Service (Morristown) Impact Weather Briefings**
 - **Sullivan County Emergency Management Agency briefings**
 - **National Weather Service Point Forecast**
 - **Local Meteorologists**
 - **City of Kingsport Personnel**

NWS Impact Weather Briefings



What to Expect

January 31, 2026
4:10 AM EST

- Bottom line up front: Significant snowfall continues across much of the region. Highest additional accumulation expected in the along and south of the I-81 corridor into the East Tennessee mountains and foothills. Snowfall intensity and accumulation across the valley will trend downward into the PM hours, but lingering impacts from the snow are expected.
- Changes Since Last Briefing: No significant changes. Just minor adjustments to snowfall amounts.
- Very cold tonight through Sunday night. Dangerous wind chills expected from at least 5 to -15 degrees.

National Oceanic and
Atmospheric Administration

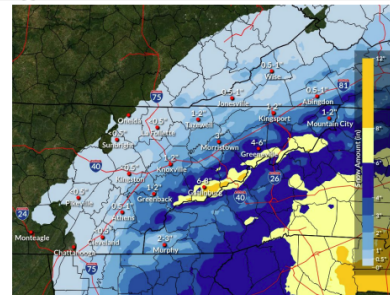
National Weather Service
Morristown



Additional Snowfall Accumulations

January 31, 2026
4:10 AM EST

Valid 7AM Sat Afternoon - Saturday Night



- These are the current forecast snowfall accumulations from **7AM Saturday morning through Saturday Night**
- In general, significant accumulations across much of the valley locations will taper off through the late morning. The impactful additional snowfall will gradually become more concentrated towards the East Tennessee mountains and foothills throughout the day.
- Hazardous travel will still be possible for much of the area through the day due to the preceding snow, especially untreated secondary roads

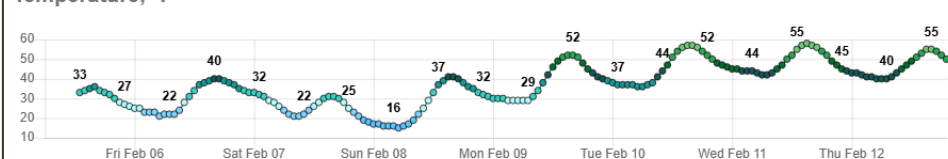
National Oceanic and
Atmospheric Administration

National Weather Service
Morristown, TN

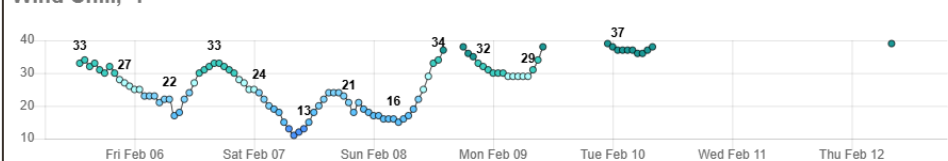
Hourly Table

Day of week:	Thursday 2/5											Friday 2/6					
Time:	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM	12AM	1AM	2AM	3AM	
Weather:																	
Temperature (°F):	30	33	34	35	36	34	33	32	30	28	27	26	25	25	23	23	
Wind Chill, °F:	30	33	34	32	33	31	30	32	30	28	27	26	25	25	23	23	
Wind Speed (mph):	2	2	2	3	3	3	3	2	2	2	2	2	2	2	2	2	
Wind Gust (mph):	7	7	7	8	8	8	7	8	7	6	6	6	6	6	6	7	
Wind Direction (°):	310	280	270	260	260	250	230	230	240	250	250	250	240	240	250	240	
Wind Direction:	↖	➡	➡	➡	➡	➡	↖	↖	↗	↗	➡	➡	↖	↖	↗	↖	
Prob. of Precip. (%):	0	0	0	0	0	0	1	1	1	2	1	1	1	1	1	1	
Prob. of Thunder (%):	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Precip. Amount (in.):	0.00			0.00							0.00					0.0	
Snow (in.):	0.0			0.0							0.0					0.	
Ice (in.):	0.00			0.00							0.00					0.	
Dew Point (°F):	24	24	24	24	24	24	25	25	24	23	23	22	21	21	20	19	
RH (%):	78	69	66	64	61	66	72	75	78	81	85	85	84	84	88	84	
Sky Cover (%):	54	47	48	55	53	57	70	79	72	71	68	56	53	57	50	65	

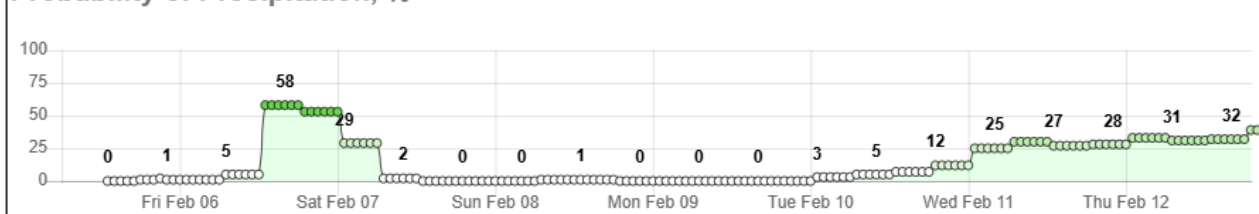
Temperature, °F



Wind Chill, °F



Probability of Precipitation, %



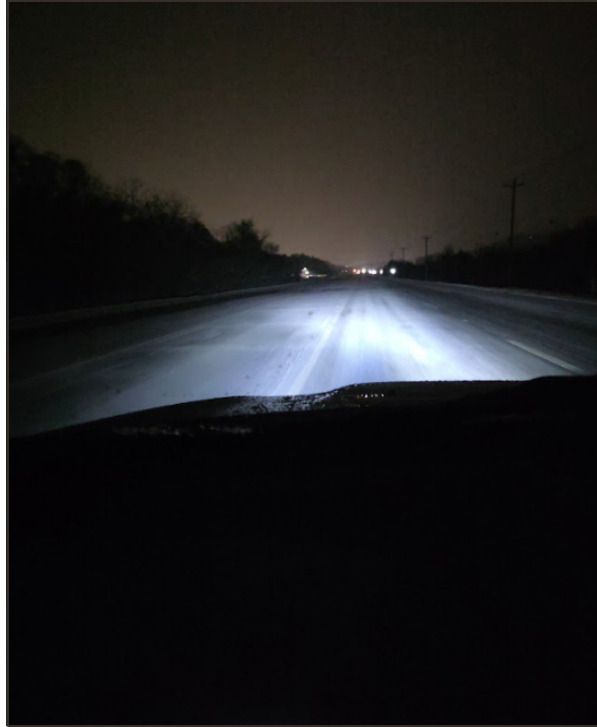
Inclement Weather Procedures

- Evening Prior (by 9 p.m.): Dr. Hampton, Tommy Starnes, Andy True, Rhonda Stringham, and Jim Nash communicate by text to finalize AM plan (if decision is not already made).
 - **9 p.m. Decision Deadline** for any evening decision/announcement.
 - All communicate updates to individuals in each department area.
 - If conditions warrant, True will make AM check by 3:30 a.m. to initiate morning procedure.

Inclement Weather Procedures

- **Morning Of (3:30 a.m.): Tommy Starnes calls Snow Shed regarding road conditions. Dr. Hampton, Andy True, Rhonda Stringham, Jim Nash, and Tommy Starnes communicate by text to determine if road inspections are necessary.**
 - **If yes, begin road inspections no later than 3:30 a.m. Communicate by text or radio.**
 - **Dr. Hampton: Central Control, monitor radar, media, forecasts, and surrounding districts.**
 - **Andy True: Central/West/Northwest**
 - **Rhonda Stringham: East/Far East**
 - **Jim Nash: North/Northeast**
 - **Tommy Starnes: South/Southeast**
 - **Take and share significant photos, as safety will allow.**
 - **True or Nash to call Snow Shed or other City of Kingsport for updates or requested information/support, if needed.**
 - **If no, review forecast and finalize any needed AM plans.**

AM Inclement Weather Review



AM Inclement Weather Review



AM Inclement Weather Review



AM Inclement Weather Review



AM Inclement Weather Review



Inclement Weather Procedures

- (5 a.m.): Dr. Hampton, Andy True, Rhonda Stringham, and Jim Nash meet at ASC (if needed) or if conditions warrant. Tommy Starnes to Transportation office. All communicate by radio or phone/text.
- Jim Nash to call Weather Bureau and ask for on-duty forecaster, if needed.
- **(5:15 a.m.): DECISION DEADLINE.** Communicate decision to KCS Administrative/Departmental personnel.
- (5:20 a.m.): Media (TV & radio) and electronic notification (social media, email, text, website).
- (5:45 a.m.): SchoolMessenger voice/phone notification to employees/families.

Inclement Weather Communication

- **Andy True**
 - SchoolMessenger (email, text, phone call)
 - KCS website
 - KCS weather line
 - St. Dominic administration
- **Marybeth Kench**
 - Local TV stations
 - KCS social media
- **Jeff Hall**
 - WCSK
 - Local radio stations
 - First Warn Tri-Cities
- **Pete Bowen**
 - Roll school phones over to weather line

Inclement Weather Webpage

[About KCS](#) [Board](#) [Schools](#)  [Students](#) [Families](#) [Staff](#)



Inclement Weather Information

Kingsport City Schools understands the importance of communicating important news and information to our students, families, faculty, and staff. To ensure we are reaching our immediate stakeholders and the Kingsport community, we have several methods to communicate any weather-related schedule changes.

k12k.com > Families tab > Inclement Weather

Communications Resources

SCHOOL MESSENGER (OPT-IN)

Kingsport City Schools offers parent/school communication using the SchoolMessenger system. An automatic notification will go out to the phone, email, and text contacts for all KCS students (who have opted-in) in case of an emergency or school closing/delay.

Please ensure your child(ren)'s school has the most up-to-date contact information for this service to work efficiently.

KCS WEBSITE ([K12K.COM](http://www.k12k.com))

Announcements will be posted on the KCS homepage at www.k12k.com.

KCS SOCIAL MEDIA

Announcements will be posted on the KCS [Facebook Page](#) and [Instagram Account](#). Be sure to follow us for other news, events, and information!

WCSK 90.3 FM RADIO

[Listen Live](#) on 90.3 FM *The Voice of Kingsport City Schools!*

TRADITIONAL MEDIA

Announcements will be made on local TV and radio stations.

Schedule Changes

Cancellation or Delay of School ▶

2-Hour Delay Schedule Start Times ▶

Early Dismissal ▶