



**LAKELAND BOARD OF EDUCATION
BUSINESS MEETING AGENDA
Monday, July 1, 2024, 5:45 PM
Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002**

- I. **CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG**
- II. **ROLL CALL**
- III. **CHAIR'S WELCOME**
- IV. **PUBLIC COMMENT (Limited to two (2) minutes per speaker.)**
- V. **REPORTS**
 - 1. Legislative Liaison Update
 - 2. Monthly Financial Summary
 - 3. Superintendent's Report
- VI. **APPROVAL OF AGENDA**
- VII. **DISCUSSION / ACTION**
 - 1. Contract for Superintendent Dr. W. Edward Horrell, III
- VIII. **CONSENT AGENDA**
 - 1. Approval of Meeting Minutes: June 10, 2024 - Business Meeting
 - 2. Approval of 2024-2025 Professional Development Plan
 - 3. Approval of Update to 24-25 School Fees List
 - 4. Approval of Update to Extracurricular Activities and Clubs
 - 5. Approval of Update to Policy 2.403 - Surplus Property Sales
 - 6. Approval of Update to Policy 2.806 - Bids and Quotations
 - 7. Approval of Update to Policy 3.202 - Emergency Preparedness Plan
 - 8. Approval of Update to Policy 3.205 - Security
 - 9. Approval of Update to Policy 4.2011 - Class Size Ratios
 - 10. Approval of Update to Policy 4.213 - Family Life Education
 - 11. Approval of Update to Policy 4.301 - Interscholastic Athletics
 - 12. Approval of Update to Policy 4.600 - Grading System
 - 13. Approval of Update to Policy 4.603 - Promotion and Retention
 - 14. Approval of Update to Policy 5.802 - Qualifications and Duties of the Superintendent
 - 15. Approval of Update to Policy 6.203 - School Admissions
 - 16. Approval of Update to Policy 6.309 - Zero Tolerance Offenses
 - 17. Approval of Update to Policy 6.316 - Suspension
 - 18. Approval of Update to Policy 6.318 - Admission of Suspended or Expelled Students
 - 19. Approval of Update to Policy 6.4052 - Opioid Antagonist
 - 20. Approval of Update to Policy 6.409 - Reporting Child Abuse
 - 21. Approval of Update to Policy 5.701 - Substitute Teachers
 - 22. Approval of Disciplinary Hearing Authority Members
 - 23. Approval of 2024-2025 Annual Agenda
- IX. **DISCUSSION / ACTION**
 - 1. Approval of Update to Policy 1.501 - Visitors to the Schools
 - 2. Approval of New Policy 4.214 - Use of Artificial Intelligence Programs [First Reading]
- X. **ANNOUNCEMENTS**
- XI. **ADJOURNMENT**



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 10, 2024, 5:45 PM

**Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002**

I. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG

With a quorum present, the meeting was called to order on Monday, June 10, 2024, at 5:45 PM, by Chair Laura Harrison. Laura Harrison led a moment of silence and led the Pledge to the Flag.

II. ROLL CALL

Attendance Taken at 5:45 PM.

Deborah Thomas:	Present
Keith Acton:	Present
Michelle Childs:	Absent
Laura Harrison (Chair):	Present
Jeremy Burnett (Vice-Chair):	Absent

III. CHAIR'S WELCOME

IV. PUBLIC COMMENT (Limited to two (2) minutes per speaker.)

No comments.

V. REPORTS

1. Legislative Liaison Update

Legislative Representative Michelle Childs was not present and no report was presented.

2. Superintendent's Report

Superintendent Horrell reported on various administrative items:

- Recognition of Middle School Track and Field athlete Kelsey Phillips / Coaches Steve Doss & Aleisha Hunter
- Recognition of High School Band members Peter Aguilar and Adam Atkinson / Band Director Michaiiah Radcliff

The following updates were given at the June work session:



LAKELAND BOARD OF EDUCATION

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- Summer camps at both schools are underway (learning and enrichment)
- Hiring update - Acknowledgment of Mrs. Martin and her staff
- Construction update - Campus Drive, including traffic safety expectations

3. Monthly Financial Summary

- **April 2024**

VI. APPROVAL OF AGENDA

Laura Harrison (Chair) moved to add Discussion/Action on Update to 24-25 Stipend Schedule to the agenda, **without objection.**

Laura Harrison (Chair) moved to add Discussion/Action on Approval of the Executive Committee to Negotiate a Contract with the Superintendent to the agenda, **without objection.**

Keith Acton moved to approve the agenda as amended, seconded by Deborah Thomas. **Motion carried.**

Acton: Aye

Harrison (Chair): Aye

Thomas: Aye

VII. CONSENT AGENDA

- 1. Approval of Meeting Minutes: May 13, 2024 - Business Meeting**
- 2. Approval of Uniform Grant Guidance (UGG) Manual**
- 3. Approval of Internal Control Manual**
- 4. Approval of the FY 24-25 IDEA/ESEA Consolidated Funding Application**
- 5. Approval of 24-25 Annual Nutrition Form**
- 6. Approval of Update to 24-25 School Fees List**
- 7. Approval of Update to 24-25 Curriculum Materials**
- 8. Approval of Update to Policy 5.310 - Vacations and Holidays**



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 10, 2024, 5:45 PM

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- 9. Approval of LPS Extracurricular Activities and Clubs**
- 10. Approval of Stipends for Custodial Staff**
- 11. Update to 23-24 School Board Calendar**
- 12. Update to 24-25 School Board Calendar**
- 13. Approval of Superintendent's Surety Bond for 2024-2025 in the amount of \$729,458**

Keith Acton moved to approve the items on the Consent Agenda as presented, seconded by Laura Harrison (Chair). **Motion carried.**

Acton: Aye

Harrison (Chair): Aye

Thomas: Aye

VIII. DISCUSSION / ACTION

- 1. Approval of Ad Hoc SSO Feedback Committee and Appointment of Board Liaison**

Keith Acton moved to bring the item to the floor for discussion, seconded by Laura Harrison (Chair).

Keith Acton moved to to approve the committee and approve Ms. Harrison as the board liaison, seconded by Laura Harrison (Chair). **Motion carried.**

Acton: Aye

Harrison (Chair): Aye

Thomas: Aye

- 2. Update to 24-25 Stipend Schedule**

Laura Harrison (Chair) moved to bring the item to the floor for discussion, seconded by Keith Acton.

When question was called, the update to the 24-25 Stipend Schedule was approved as presented.

Acton: Aye



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Harrison (Chair): Aye

Thomas: Aye

3. Approval of the Executive Committee to Negotiate a Contract with Superintendent

Keith Acton moved to bring the item to the floor for discussion, seconded by Laura Harrison (Chair).

Laura Harrison (Chair) stated that she would like to negotiate the maximum contract allowed (4 years).

When the question was called, the Executive Committee was approved to negotiate a contract with the Superintendent.

Acton: Aye

Harrison (Chair): Aye

Thomas: Aye

IX. ANNOUNCEMENTS

X. ADJOURNMENT

There being no other business on which to take action, Keith Acton moved to adjourn the meeting, seconded by Laura Harrison. **Motion carried.**

Acton: Aye

Burnett (Vice-Chair): Absent

Childs: Absent

Harrison (Chair): Aye

Thomas: Aye

The meeting was adjourned at 06:06 PM on Monday, June 10, 2024.

These minutes were approved on Monday, July 01, 2024.

[Signature page follows]



LAKELAND BOARD OF EDUCATION

BUSINESS MEETING MINUTES

Monday, June 10, 2024, 5:45 PM

Lakeland City Hall / Board Room

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Laura Harrison, Chair

ATTEST:

Dr. Ted Horrell, Superintendent

Jessica Millsbaugh, Board Secretary



Professional Development Plan 2024-25

Professional Learning is the means by which teachers, administrators, and other school system employees acquire, enhance, or refine the knowledge, skills and commitment necessary to create and support high levels of learning for all students. Professional Development is on-going training conducted at the school level. According to TN State Law 49-6-3004, a minimum of 5 days must be devoted to in-service education or professional learning each annual calendar year.

PD Days

July 31, 2024

August 2, 2024

August 5-6, 2024

November 25-26, 2024 (Flex Days)

January 2-3, 2025 (Flex Days)

January 6, 2025

February 17, 2025 (Flex Day)

3 Areas of Focus

1. State Assessment Design and Backwards Planning
2. Reading/Language Arts and Math Intervention
3. Professional Learning Communities

Each area will be covered during In-service week, weekly PLCs, and/or Professional Development Days. Learning will be facilitated by the Principal, Assistant Principals, Interventionist, Instructional Supervisors, School Psychologist, Instructional Technology Specialists, and Teachers teaching Teachers.

Hours

Teachers will accrue 70 hours of professional development during the school year. Additional ongoing PD will be presented at faculty meetings. Also, additional PD hours will be required of new teachers and teachers whose evaluations indicate the need for ongoing support.



Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Elementary	\$5	Art Club Fee	Art Club
Lakeland Elementary	Not to exceed \$300	Camp Invention Fee	Camp Invention
Lakeland Elementary	Not to exceed \$150	Chess Club Fee	Chess Club
Lakeland Elementary	\$150	Drama Camp Fee	Drama Camp
Lakeland Elementary	Not to exceed \$75	Drama Club Fee	Drama Club
Lakeland Elementary	Not to exceed \$100	Kindergarten Camp Fee	Kindergarten Camp
Lakeland Elementary	Not to exceed \$200	Lego Club Fee	Lego Club
Lakeland Elementary	Not to exceed \$75	Memphis Youth Athletics	Cross Country
Lakeland Preparatory	Not to Exceed \$100	5-6 Winter Musical Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	5-6 Winter Musical Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$100	7-10 Fall Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	7-10 Fall Production Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$150	7-10 Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	7-10 Spring Production Crew Fee	Theatre
Lakeland Preparatory	\$40	Local Membership Fee	American Chemical Society
Lakeland Preparatory	Not to exceed \$400	Baseball Fee	Baseball
Lakeland Preparatory	Not to exceed \$1000	Basketball Cheerleading Fee	Basketball Cheer
Lakeland Preparatory	\$21	Battle of the Books Fee	Battle of the Books
Lakeland Preparatory	Not to exceed \$300	Bowling Fee	Bowling
Lakeland Preparatory	Not to exceed \$375	Boys Basketball Fee	Boys Basketball
Lakeland Preparatory	Not to exceed \$400	Boys Lacrosse Fee	Boys Lacrosse
Lakeland Preparatory	Not to exceed \$550	Boys Soccer Fee	Boys Soccer
Lakeland Preparatory	\$250	Chess Club Fee	Chess Club
Lakeland Preparatory	Not to exceed \$4500	Competitive Cheerleading Fee	Competitive Cheer
Lakeland Preparatory	Not to exceed \$200	Cross Country Fee	Cross Country
Lakeland Preparatory	Not to exceed \$20	DECA Membership	CTE Student Organization (Entrepreneurship)



Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$50	Events Sponsored by WTVMEA (All West, Choral Festival, Workshops)	Honor Choir
Lakeland Preparatory	\$250	Fall Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$375	Football Fee	Football
Lakeland Preparatory	Not to exceed \$375	Girls Basketball Fee	Girls Basketball
Lakeland Preparatory	Not to exceed \$400	Girls Lacrosse Fee	Girls Lacrosse
Lakeland Preparatory	Not to exceed \$550	Girls Soccer Fee	Girls Soccer
Lakeland Preparatory	Not to exceed \$250	Golf Fee	Golf
Lakeland Preparatory	\$14	HOSA Membership Fee	CTE Student Organization (Health Sciences)
Lakeland Preparatory	Not to exceed \$50	International Thespian Society (High School)	Theatre
Lakeland Preparatory	\$20	Jazz Band Fee	Band
Lakeland Preparatory	Not to exceed \$30	Jr International Thespian Society (Middle School)	Theatre
Lakeland Preparatory	\$32	Junior Beta Club Membership Fee	Junior Beta Club
Lakeland Preparatory	Not to exceed \$50	Knowledge Bowl Team Fees	Knowledge Bowl Club
Lakeland Preparatory	Not to exceed \$500	Marching Band and Color Guard Fee	High School Band and Color Guard
Lakeland Preparatory	\$5	National Elementary Honor Society Dues	NEHS
Lakeland Preparatory	\$40	National Honor Society Membership Fee	NHS
Lakeland Preparatory	\$15	National Junior Honor Society Dues	NEJS
Lakeland Preparatory	\$50	Parking Fee	Administrative
Lakeland Preparatory	Not to exceed \$25	PSAT Exam Fee	PSAT Test
Lakeland Preparatory	Not to exceed \$100	Robotics Competition Fees	Robotics Club
Lakeland Preparatory	\$10	Club Fee	MS Science Club
Lakeland Preparatory	Not to exceed \$20	Skills USA Membership	CTE Student Organization (Criminal Justice)
Lakeland Preparatory	Not to exceed \$400	Softball Fee	Softball
Lakeland Preparatory	\$100	Spring Production Cast Fee	Theatre
Lakeland Preparatory	\$250	Spring Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$300	Swimming Club Fee	Swim Club



Proposed 07/01/24

Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$250	Track & Field Fee	Track & Field
Lakeland Preparatory	Not to exceed \$20	TSA Membership	CTE Student Organization (STEM and A/V Production)
Lakeland Preparatory	Not to exceed \$350	Volleyball Fee	Volleyball
Lakeland Preparatory	Not to exceed \$325	Winter Guard Fee	Winter Guard
Lakeland Preparatory	Not to exceed \$300	Wrestling Fee	Wrestling



Proposed 07/01/24

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Elementary	\$10	4th Grade Recorder Fee	Music
Lakeland Elementary	Not to exceed \$10	Class T-Shirt Fee	School-wide
Lakeland Elementary	Not to exceed \$50	School Day Field Trips	Varied
Lakeland Elementary	\$30	Technology Fee	School-wide
Lakeland Preparatory	\$200	½ Credit Per Session Fee	Credit Recovery
Lakeland Preparatory	\$50	5 Day Art (All Grades)	Art
Lakeland Preparatory	\$20	5th Grade Art and 6th Grade MAPS Rotation Art	Art
Lakeland Preparatory	\$25	AAPPL Language Test	French
Lakeland Preparatory	\$25	AAPPL Language Test	Spanish
Lakeland Preparatory	\$98	Advanced Placement (AP) Exam Fee	Various
Lakeland Preparatory	\$80	Autodesk Inventor Certification	STEM III
Lakeland Preparatory	\$75	Band Instrument Rental Fee (Summer)	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Band Instrument Rental Fee Per Semester	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Band Shirt and Supply Fee	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Choir Shirt and Supply Fee	Choir
Lakeland Preparatory	\$20	Course Fee	Introduction to Theatre
Lakeland Preparatory	\$20	Course Fee	Acting
Lakeland Preparatory	\$20	Course Fee	Tech Theatre
Lakeland Preparatory	\$50	Device Protection Fee	School-wide
Lakeland Preparatory	\$40	Instructional Technology Fee	School-wide
Lakeland Preparatory	\$25	Lab fee	Chemistry



Proposed 07/01/24

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$25	Lab fee	Biology
Lakeland Preparatory	\$40	Lab Fee	AP Environmental Science
Lakeland Preparatory	\$25	Lab Fee	CTE: Health Science Education
Lakeland Preparatory	\$25	Lab Fee	CTE: Medical Therapeutics
Lakeland Preparatory	\$25	Lab Fee	Earth Science
Lakeland Preparatory	\$30	Lab Fee	Anatomy and Physiology
Lakeland Preparatory	\$30	Lab Fee	Physics
Lakeland Preparatory	\$40	Lab Fee	AP Biology
Lakeland Preparatory	\$40	Lab Fee	AP Chemistry
Lakeland Preparatory	\$25	Lab Fee	CTE STEM I
Lakeland Preparatory	\$25	Lab Fee	CTE STEM II
Lakeland Preparatory	\$25	Lab Fee	CTE STEM III
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Anatomy and Physiology
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Biology
Lakeland Preparatory	\$25	Local Dual Credit Wellness Course Exam Fee	Wellness
Lakeland Preparatory	\$96	Microsoft Office Specialist Certification	CTE Entrepreneurship
Lakeland Preparatory	\$10	MS Science Lab Fee	All MS Science Courses
Lakeland Preparatory	\$32	OSHA 10 Certification Fee	CTE
Lakeland Preparatory	\$25	PE Uniform Fee	PE
Lakeland Preparatory	Not to exceed \$60	Pre-Engineering and Robotics Certification	STEM II
Lakeland Preparatory	\$10	Recorder Fee	Music (5th Grade)



Proposed 07/01/24

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Preparatory	Not to exceed \$50	School Day Field Trips	Varied
Lakeland Preparatory	\$75	Strings Instrument Rental Fee Per Semester	Strings
Lakeland Preparatory	\$75	Strings Shirt and Supply Fee	Strings
Lakeland Preparatory	\$20	Course Fee	Middle School Theatre Courses
Lakeland Preparatory	\$25	Course Fee	Middle School STEM Courses



24-25 Sports

Middle School Football	6-8	MS Track Boys	6-8
High School Football	9-12	MS Track Girls	6-8
MS Basketball Boys	6-8	HS Track Boys	9-12
MS Basketball Girls	6-8	HS Track Girls	9-12
HS Basketball Boys	9-12	HS Cross Country Boys	9-12
HS Basketball Girls	9-12	MS Cross Country Boys	6-8*
MS Baseball	6-8	HS Cross Country Girls	9-12
HS Baseball	9-12	MS Cross Country Girls	6-8*
MS Cheer-basketball	5-8	HS Soccer Boys	9-12
HS Cheer-basketball	9-12	HS Soccer Girls	9-12
MS Cheer Competitive	5-8	MS Soccer Boys	6-8
HS Cheer Competitive	9-12	MS Soccer Girls	6-8
MS Volleyball	6-8	HS Lacrosse Boys	9-12
HS Volleyball	9-12	MS Lacrosse Boys	5-8
MS Softball	6-8	HS Swimming	9-12
HS Softball	9-12	MS Swimming	6-8*
HS Golf Boys	9-12	HS Tennis	9-12
HS Golf Girls	9-12	MS Tennis	6-8*
MS Golf Boys	6-8		
MS Golf Girls	6-8		
HS Wrestling	9-12		

Some TSSAA sports allow 8th graders to participate on high school teams, but that varies by sport and may vary by season. Coaches will announce during tryouts whether 8th graders are eligible to try out for high school teams. *5th graders may participate in Cross Country practices with LPS, but they run on LES's team. 5th graders may practice with middle school swim, however they cannot compete until they are in 6th grade.



24-25 MIDDLE SCHOOL CLUBS

Club	Grades Involved	Description
Junior Beta Club	6th, 7th, 8th	National Beta Club is the largest independent, non-profit, educational youth organization in America. And for more than 80 years, it has prepared today's students to be tomorrow's leaders. The National Beta Club is an organization for 4th through 12th grade students in the United States. Its purpose is "to promote the ideals of academic achievement, character, leadership and service among elementary and secondary school students."
Art Club	5th, 6th, 7th, 8th	*These clubs may be combined or may stay separate. 5th-6th Grade Art Club will be tailored to students who want to dive a little deeper in the art making process. Students will be focusing on an artist and creating artwork that is inspired by that artist. Students involved in art classes should apply. Art Club will meet once a week for a 4-5 week period during the second semester. 7th-8th Grade Art Club will include (but is not limited to) creating banners, posters, etc. for school events. They will also be involved in creating art for the plays. Students will be required to have a high level of artistic skills and be self motivated to complete projects. Art Club will meet periodically throughout the year.
Chess Club	5th, 6th, 7th, 8th	Students learn and play chess! FOUNDERS OF MID-SOUTH CHESS are International Grandmaster Alex Stripunsky, a competitive player and premier chess instructor dedicated to spreading quality chess in the Mid-South, and International Master Jake Kleiman, a native Memphian and Phi Beta Kappa Rhodes College graduate recognized as one of the top players in the country. MID-SOUTH CHESS INSTRUCTORS are college students and recent graduates who must exhibit chess ability, skill, enthusiasm, play actively, possess communicative-child friendly skills and fine moral character. Our instruction has spanned 21 years in Memphis and includes coaching elementary, middle, and high school students, camps, tournaments, seminars, and simultaneous chess exhibitions.
Drama Club - Soon to be Thespian Troupe	5th, 6th, 7th, 8th	Jr. Thespian and Thespian Troupe 10902 - Lakeland Preparatory School - Commitment to theatre is what the International Thespian Society is all about. The Society was established in 1929 by a group of college and high school teachers in Fairmont, West Virginia. They named their organization for Thespis, the Greek who, according to legend, was the first actor; their guiding principle was a dedication to excellence in theatre arts in secondary schools. In the years since, the Society has grown into an international organization with more than 2.2 million members, but its goals haven't changed; the International Thespian Society still strives to make education and arts programs places for good theatre and to honor those students who do theatre well. The Society is a service as well as an honorary organization. This school year we will hold Thespian meetings, elect officers, attend the TN Thespian Conference in January and have special events. We are excited for the future of Jr. Thespian and Thespian Troupe 10902.
Jazz Band	5th, 6th, 7th, 8th	The LPS Jazz Bands will serve as an introduction to the rich history of jazz music. Through ensemble rehearsal, individual practice, and a variety of performance opportunities, the student will gain an understanding and appreciation for this great art form. Emphasis will be placed on rudimentary improvisational skills, a sense of personal accountability, and musicianship as well as performance techniques. Members will study and perform different forms of music including jazz, funk, and blues. Each student is expected to show musical and technical growth through participation in this ensemble. Public and outside of school day performances are a requirement of the ensemble.



24-25 MIDDLE SCHOOL CLUBS

Club	Grades Involved	Description
Gamers Unplugged	5th, 6th, 7th, 8th	Gamers Unplugged is a time for students to unplug from technology and have fun with their fellow classmates. Students play non-electronic card games, board games, and building games with one another. This club was funded by an LEF grant and will enter into its second year this school year. The club had 59 members last school year.
National Elementary Honor Society	5th	The National Elementary Honor Society (NEHS) provides students in Fifth Grade a place to develop and apply their passion for service, while obtaining the skills to be confident young leaders for years to come. NEHS membership is centered on recognizing students for their accomplishments while challenging and equipping them to develop further as leaders through service to their school and community. The NEHS program empowers and equips our students with the knowledge and skills to be transformative leaders in our school, community, and beyond.
National Junior Honor Society	6th, 7th, 8th	The National Junior Honor Society (NJHS) provides students with the opportunity to show their outstanding qualities in scholarship, character, citizenship, leadership, and service. NJHS is an honor society that meets once a month; we have guest speakers, group building exercises, and discussions about the five pillars that form the foundation of NJHS.
Spanish Club	5th, 6th, 7th, 8th	This club is for students to come and explore the diverse perspectives of the Spanish speaking world. Whether to bolster the learning taking place in Spanish class or to increase awareness and curiosity for language learning and culture, Spanish club provides a safe space for all middle school students to engage in some cultural celebrations, experience some traditional foods, play with the language, listen to guest native speakers, and understand more about what connects us all as a global community.
Student Ambassadors	5th, 6th, 7th, 8th	The LPS Student Ambassadors Program is a leadership opportunity for students who would like to represent Lakeland Preparatory School. This group of students will be dedicated to the positive promotion of our school. They will play an active role in welcoming new students, leading school tours for visitors, and helping with a variety of school-related events. Ambassadors will show leadership, good judgment, maturity, honesty, and integrity while upholding their responsibilities of being a model student.
Student Council (MS)	5th, 6th, 7th, 8th	This is an annually elected body of students serving the high school student community. It consists of 4 officer positions (President, Vice President, Secretary and Historian) and 5 representatives from each class (freshmen, sophomores, juniors, seniors). The entire council meets monthly and the executive council meets bi weekly. The group carries out a variety of events, activities and programs with the aim of fostering community and school spirit. Students may also be asked to work in tandem with faculty and administration in advising policies which affect student life.
Origami Club	5th, 6th, 7th, 8th	The Origami Club focuses on a different paper folding project each meeting, ranging from small boxes to animals. Club members may request to lead a meeting to teach the group how to create an origami project of their choice. No experience is required and all ability levels are welcome. Only students in grades 5-8 may join.



24-25 MIDDLE SCHOOL CLUBS

Club	Grades Involved	Description
Robotics Club	6th, 7th, 8th	This program will primarily focus on VEX IQ Robotic Competitions. VEX IQ is the world's largest robotics competitions for middle school students. Student's (grade 6-8) required applications will be considered and awarded final membership via teacher invitation. Selected team members will apply classroom STEM concepts, complete research, and create innovative CODING solutions to problems. Teams will also work together using a completely tool-less method of robotic assembly. This is a multi-membered team activity. Students MUST be dedicated to working both independently and collectively within their group. Members MUST also be committed to attending EVERY meeting and participating throughout their time on the team.
Kindness Club	5th, 6th, 7th, 8th	This 5 - 8 club works to highlight LPS groups, students, or teachers to spread kindness to. Typically, we create cards and goodie bags. It is a free club.
Pokemon Club	5th, 6th, 7th, 8th	This 5 - 8 club is a place for students to play the Pokémon card game. Students may leave cards with Mrs. Campbell in the morning on club days. They may show their cards during club time, but they may not have them out at school.
History Club	8th	This new club will serve as a "deeper dive" into the 8th Grade Social Studies curriculum. It will increase students' enthusiasm for American history (especially Tennessee history) through morning meetings and parent-accompanied Saturday field trips to historic sites and museums. History club students would also learn how to properly raise, lower, and fold our school's flags, assisting Student Council with flag duty when needed.
Battle of the Books	5th and 6th	Students read books and come together, usually in groups, to demonstrate their abilities and to test their knowledge of the books they have read.
LPS Community Book Club	7th and 8th	In our club students in grades 7 and 8 will participate in a book club with the faculty and staff. Students will meet twice a month. At one meeting students will write discussion questions and plan the club meeting. The second meeting of the month will be with the faculty/staff participants. At this time students will take turns asking discussion questions about the book and leading the conversations. Each month there will be a new book that is appropriate for all audiences in the club.
Lunch Time Book Club	5th-8th	The librarian will choose the books, and students will participate in reading and discussing the books during lunch usually once per week.
Science Club	6th-8th	The Science Club is a 6-8 grade club. Students will experiment with the Magic of Science at each meeting!



24-25 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Knowledge Bowl	9-12	This is a high school based club which practices competitive knowledge based questions in a timed scenario. The team competes against other area high schools in local tournaments and WREG's pre-recorded, televised tournament. The team practices monthly and holds other practice rounds as necessary.
HS Student Council	9-12	This is an annually elected body of students serving the high school student community. It consists of 4 officer positions (President, Vice President, Secretary and Historian) and 5 representatives from each class (freshmen, sophomores, juniors, seniors). The entire council meets monthly and the executive council meets bi weekly. The group carries out a variety of events, activities and programs with the aim of fostering community and school spirit. Students may also be asked to work in tandem with faculty and administration in advising policies which affect student life.
BETA Club	9-12	"National Beta is committed to recognizing high academic achievement, rewarding and nurturing worthy character, fostering leadership skills and encouraging service to others."
Art Club	9-12	Art club is a chance for students who have a strong interest in art to come and create along with other like minded students. We will have different projects and pieces that will help students to understand art and its relation to the school and community. Students applying should be responsible, self motivated, and excel in the art classroom.
Robotics Club	9-12	Planning and Preparing for Robotics Competitions
Marching Band	9-12	The Marching Band is a music ensemble that meets during the summer and fall. The ensemble consists of woodwinds, brass, percussion, and a color guard. The Marching band provides entertainment at home football games, local events, and competes all over the Mid-South.
Color Guard/Winter Guard	9-12	Color guard is a part of the marching band that uses flags, dance, rifles, sabres, and other equipment to visually represent what is happening in the music. Since color guard is part of the marching band, the season begins mid-summer and continues throughout the fall. Winterguard is a group that uses choreography, dancing, staging, and equipment (flags, rifles, sabres, etc.) to interpret music. Although similar to color guard, winterguard is performed indoors without the band and occurs during the winter/spring seasons.
Emerging Bilingual Club	9-12	The Emerging Bilingual Club proposes to promote awareness, appreciation, and understanding of the people and diverse cultural productions of the languages around the world. It also proposes to contribute and encourage the study and appreciation of world languages. Finally, it proposes to foster friendly relations with other clubs and organizations, as well as the community, and to work with them to better understand diversity through cultural awareness. The Emerging Bilingual Club is composed of students in all levels or just those who are interested in diverse cultures.
Technology Community	9-12	Students will learn the importance of using graphic design and communication as a tool to keep our community informed of events and happenings within the school. Students will learn to design, edit, and proof graphics and articles as well as utilize technology to provide resources and technology tutorials to the community and school. Students will also learn the importance of digital citizenship and understand the digital footprint their interactivity with technology creates.



24-25 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Theatre - Soon to be Thespian Troupe	9-12	Jr. Thespian and Thespian Troupe 10902 - Lakeland Preparatory School - Commitment to theatre is what the International Thespian Society is all about. The Society was established in 1929 by a group of college and high school teachers in Fairmont, West Virginia. They named their organization for Thespis, the Greek who, according to legend, was the first actor; their guiding principle was a dedication to excellence in theatre arts in secondary schools. In the years since, the Society has grown into an international organization with more than 2.2 million members, but its goals haven't changed; the International Thespian Society still strives to make education and arts programs places for good theatre and to honor those students who do theatre well. The Society is a service as well as an honorary organization. This school year we will hold Thespian meetings, elect officers, attend the TN Thespian Conference in January and have special events. We are excited for the future of Jr. Thespian and Thespian Troupe 10902.
HOSA Health Occupations Students of America	9-12	HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions. https://hosa.org/
DECA Distributive Education Clubs of America	9-12	DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. https://www.deca.org/
SkillsUSA	9-12	A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service occupations. https://www.skillsusa.org/
TSA Technology Student Association	9-12	The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics (STEM) concepts through co-curricular activities, competitions and related programs. https://tsaweb.org/
History Club	9-12	This new club will serve as a "deeper dive" into the 8th Grade Social Studies curriculum. It will increase students' enthusiasm for American history (especially Tennessee history) through morning meetings and parent-accompanied Saturday field trips to historic sites and museums. History club students would also learn how to properly raise, lower, and fold our school's flags, assisting Student Council with flag duty when needed.
National Honor Society	10-12	The National Honor Society enshrines four pillars at its heart: Scholarship, Service, Leadership, and Character. More than mere badges of honor for NHS members, these principles are transformative keys that unlock potential, enhancing every student's educational journey, and ultimately empowering them to make profound, enduring contributions to our world.
Lunch Time Book Club	9-12	The librarian will choose the books, and students will participate in reading and discussing the books during lunch usually once per week.



24-25 HIGH SCHOOL CLUBS

Club	Grades Involved	Description
Chess Club	9-12	Students learn and play chess! FOUNDERS OF MID-SOUTH CHESS are International Grandmaster Alex Stripunsky, a competitive player and premier chess instructor dedicated to spreading quality chess in the Mid-South, and International Master Jake Kleiman, a native Memphian and Phi Beta Kappa Rhodes College graduate recognized as one of the top players in the country. MID-SOUTH CHESS INSTRUCTORS are college students and recent graduates who must exhibit chess ability, skill, enthusiasm, play actively, possess communicative-child friendly skills and fine moral character. Our instruction has spanned 21 years in Memphis and includes coaching elementary, middle, and high school students, camps, tournaments, seminars, and simultaneous chess exhibitions.
American Chemical Society	9-12	Create opportunities for students studying chemical science to become better acquainted with peers in the following ways: secure the intellectual stimulation that arises from professional association, obtain experience in preparing and presenting technical material before audiences focusing on chemistry, foster a professional spirit among the members, instill a professional pride in the chemical sciences, foster an awareness of the responsibilities and challenges of the modern chemist

1

Lakeland Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 07/01/24
		Rescinds: 2.403	Issued: 08/12/19

2 The superintendent or his designee shall prepare a list of unusable items for Board approval.¹ The list
3 shall contain the following information: name of item, date of purchase and reason for disposal.

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

7 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
8 disposed of without the necessity of bids. In order for such disposal without bids, the principal of the
9 school with the surplus property, the superintendent, and the Chairman of the Board of Education must
10 all agree in written form that the property is of no value or is of less value than five hundred dollars
11 (\$500).²⁴

12 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system, the
13 Board shall approve other methods of disposal.³⁵

14 Surplus Equipment - Equipment will be auctioned off by the district. The Board must approve all surplus
15 equipment prior to the materials being disposed of.

16 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS**⁴⁶

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

20 (1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained,
21 sold or otherwise disposed of with no further obligation to the awarding agency.

22 (2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or
23 sold and the awarding agency shall have a right to an amount calculated by multiplying the current
24 market value or proceeds from sale by the awarding agency's share of the equipment.
25

1

Legal References

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

Cross References

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

2

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 07/01/24
		Rescinds: 2.806	Issued: 07/11/22

1 All purchases of supplies, materials, equipment, and contractual services in excess of ~~twenty five~~
2 ~~thousand (\$25,000)~~ **fifty thousand (\$50,000)** including those of individual schools, shall be based on
3 competitive bids.¹ These bids shall be solicited by advertisement in a newspaper of general circulation
4 within the school district. The advertisement may be waived by the purchasing agent in an
5 emergency.² Where appropriate, the purchasing agent may satisfy advertising and bid requirements by
6 use of a comprehensive list of vendors; provided, that the vendors on the list are given notice to bid;
7 and provided further, that the purchasing agent shall advertise at least annually for prospective vendors
8 in a newspaper of general circulation and shall update the list of vendors following the advertisement.

9 All purchases of ~~twenty five thousand (\$25,000)~~ **fifty thousand (\$50,000)** or less, including those of
10 individual schools, may be made in the open market without newspaper notice, but shall, whenever
11 possible, be based on at least three (3) competitive bids.²

12 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
13 all bids or any part of any bid and, if applicable, to accept the bid which is best as evidenced by
14 reasons relative to the purpose of the purchase.³ Any bid may be withdrawn prior to the scheduled time
15 for the opening of bids. Any bid received after the time and date specified shall not be considered.

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

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

19 EXEMPTIONS TO COMPETITIVE BIDDING

20 The following are exceptions to the competitive bidding requirement:

- 21 1. Contracts for legal services, educational consultants, services from an insurance provider, and
22 similar services by professional persons or groups of high ethical standards shall not be based
23 upon competitive bids but shall be awarded on the basis of recognized competence and
24 integrity;⁴
- 25 2. Purchases of goods or contracts for services from sole source and single source providers. A
26 sole source provider shall be a supplier of goods and services exempt from the bid process
27 based on the unavailability of any supplier capable of performing the function of the sole
28 source product or service. A single source provider shall be a single supplier of goods and
29 services among others in a competitive marketplace, which for a justifiable reason has
30 predominant qualifications and unique attributes only possessed by that source. Factors
31 considered shall include availability of the product or service, compatibility of the product or

- 1 service with existing District products, programs, or resources, standardization of the product
- 2 or service with existing District products, programs, or resources, and grant or contract
- 3 requirements; or
- 4 3. Purchases of supplies, equipment, and services under the same terms of a competitive bid
- 5 issued by any Tennessee local education agency (LEA) or other local governmental unit.

Legal References

1. TCA 49-2-203(a)(3); Public Acts of 2022, Chapter No. 1016
2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); Public Acts of 2022, Chapter No. 1016
3. TCA 49-2-203(a)((D)(c)
4. TCA 12-3-1209; TCA 12-4-107; Public Acts of 2022, Chapter No. 719; TCA 29-20-407

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/01/24
		Rescinds: 3.202	Issued: 07/10/23

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

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

8 **FIRE AND SAFETY DRILLS**

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

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

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

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

22 **ANNUAL DRILLS**⁴⁵

23

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

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

1 **AED DRILLS**⁵⁶

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

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

6 **MEDICAL EMERGENCIES/PANDEMIC FLU**⁶⁷

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

11 **REMOTE LEARNING DRILLS**⁷⁸

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

Legal References

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="margin: 0;">Security</h2>	Descriptor Code: 3.205	Issued Date: 07/01/24
		Rescinds: 3.205	Issued: 07/10/23

1 **General¹**

2 The superintendent shall establish procedures as required to adequately protect school property which
 3 shall include, but not be limited to:⁺

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

12 All exterior doors leading into a school building shall be locked at all times and access to school
 13 buildings is limited to the school's primary entrance during the school day as well as when students are
 14 present outside of regular school hours.³

15 The principal shall call law enforcement officials in cases involving illegal entry, **assault and battery**
 16 **resulting in serious personal injury or involving the use of a weapon, building damage, theft or**
 17 **vandalism endangering life, health, or safety, or valid threats of mass violence.**⁴ The principal shall
 18 notify the superintendent as soon as practical, but no later than twenty-four (24) hours, after each case
 19 of vandalism, theft, building damage, and/or illegal entry. The superintendent, or his/her
 20 representative, is authorized to sign a criminal complaint and to press charges. The superintendent shall
 21 report all signing of such complaints to the Board.

22 The superintendent shall develop procedures limiting the points of access to buildings when parents
 23 and members of the public are invited to attend events (including but not limited to athletic events, fine
 24 arts performances, open houses, parent meetings, etc.). To the extent practical, these procedures shall
 25 involve the supervision of entrances by district representatives approved by the superintendent.
 26

1 LAW ENFORCEMENT SERVICES¹

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

5 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
6 enforcement agency to provide school policing. The MOU shall address, at a minimum, the following
7 issues:

- 8 1. Any School Resource Officer (SRO) assigned under a memorandum shall be in compliance
9 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
10 the time of assignment and remain compliant throughout the tenure of his or her assignment;
- 11 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
12 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
13 participate in a minimum of sixteen (16) hours of training specific to school policing. All
14 training programs shall be approved by the Peace Officers Standards and Training
15 Commission.⁴⁵
- 16 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
17 agency, subject to that agency's direction, control, supervision and discipline.
- 18 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent
19 of the Superintendent.
- 20 5. In the event that more than one SRO is assigned to a school system, the law enforcement
21 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
22 duties of the senior SRO, however designated, shall include, but not be limited to, the
23 following:
 - 24 a. To represent and carry out the policies of the law enforcement agency assigning the
25 SROs.
 - 26 b. To supervise the SROs in the performance of their duties;
 - 27 c. To consult with the Superintendent regarding the best use of the available resources for
28 school policing; and
 - 29 d. To resolve disputes between the SROs and students or staff members.
- 30 6. The MOU may be effective for any length of time, including continuing until terminated by the
31 parties, and may contain any reasonable notice requirement for the termination of the MOU.
32 However, the MOU shall contain a provision allowing the superintendent to suspend the active
33 participation of any SROs in the event that the superintendent believes that such suspension is
34 best for the health, safety or well-being of the students or staff members.

35

1 CYBERSECURITY^{s6}

- 2 The Superintendent/designee shall develop an administrative procedure regarding the district's
3 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
4 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

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

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Class Size Ratios</h2>	Descriptor Code: 4.2011	Issued Date: 07/01/24
		Rescinds: 4.2011	Issued: 01/13/20

1 *General*¹

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

4 **WAIVERS**

5 The Superintendent/designee may seek a waiver from the Commissioner of Education to extend the
 6 career and technical education (CTE) classes in grades ~~nine~~six through twelve (96-12) as long as these
 7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
 8 class size may be extended, but the class size and average must not exceed those for general education
 9 classes in grades seven through twelve (7-12).²

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

12 **The Superintendent shall apply for additional waivers as needed in compliance with state law.**

Legal References

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

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 07/01/24
		Rescinds: 4.213	Issued: 09/07/21

1 *General*

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

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

7 **FAMILY LIFE INSTRUCTION**

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

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
11
12 2. Encourage sexual health by helping students understand how the whole person is affected by
13 sexual activity as well as other risk behaviors;
14
15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
16 as well as the process of adoption and its benefits;
17
18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
19 activity, including the challenges of single teen parenting;
20
21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
22 activity;
23

- 1 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
2 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
3 is the child, and internet crimes against children;
- 4
- 5 7. Provide instruction on the prevention of dating violence;
- 6
- 7 8. Encourage communication between parent(s)/guardian(s) and students; and
- 8
- 9 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
- 10 10. Include the presentation of a high-quality, computer-generated animation or high-definition
11 ultrasound of at least three (3) minutes in duration that shows the development of the brain, heart,
12 and other vital organs in early fetal development per state academic standards.³

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

17 The family life education program shall be reviewed annually to ensure that the prohibited items of
18 instruction, as provided for in state law,³⁵ are not included in the curriculum.

19 TRAINING ON INSTRUCTION

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

22 REPORTING²

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

Legal References

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

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/01/24
		Rescinds: 4.301	Issued: 06/12/23

1 *General*

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

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

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

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

29 No principal or teacher of any school under control of the Board shall dismiss his/her school or any
30 group of students for the purpose of attending the practice of any interscholastic sport during the school

1 day without written permission from the Board.⁷ This does not prevent regular physical training lessons
2 in the daily school program.

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

7 **SEVERE WEATHER⁴**

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

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

15 **PROHIBITION AGAINST HAZING**

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

18 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

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

23 **COACHES' CODE OF CONDUCT:**

24 All coaches, whether employed by Lakeland School System or as a volunteer, shall adhere to the
25 following Coaches' Code of Conduct:

26 As an employee coach or volunteer coach for Lakeland School System athletics, I Will:

- 27 1. Be aware that I have tremendous influence, for good or ill, on the education of the student-
28 athlete and, thus, shall never place the value of winning above the value of instilling the highest
29 ideals of character.
- 30 2. In all personal contact with student-athletes, parents, officials, athletic directors, school
31 administrators, the media, and the public, I will strive to set an example of the highest ethical
32 and moral conduct.
- 33 3. Take an active role in the prevention of drug, alcohol, and tobacco use.
- 34 4. Refrain from the use of alcohol and tobacco products when in contact with players.

- 1 5. Master the contest rules and teach them to student-athletes. I shall not seek an advantage by
2 circumvention of the spirit or letter of the rules.
- 3 6. Respect and support contest officials. I shall not indulge in conduct which would incite players
4 or spectators against the officials. Public criticism of officials is prohibited.
- 5 7. Before and after contests, I will meet and exchange cordial greetings with opposing team
6 coaches to set the correct tone for the event.
- 7 8. Not exert pressure on faculty members to give student-athletes special consideration.
- 8 9. Conduct myself in a dignified manner relating to emotions, language, attitude, and actions.
- 9 10. Refrain from physical contact with athletes except where necessary for the development of the
10 athletes' skill(s) or athletic ability.
- 11 11. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- 12 12. Respect each individual athlete.
- 13 13. Seek to inculcate good health habits, including the establishment of sound training rules.
- 14 14. Fulfill responsibilities to provide an environment free of safety hazards.
- 15 15. Display modesty in victory and graciousness in defeat.
16. Seek to avoid conflicts of interest and potential conflicts of interest in all areas including the coaching of school athletes in non-school contexts and openly disclose any such conflicts. I will immediately inform Lakeland Schools if such a potential conflict arises.

 Legal References

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

 Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/01/24
		Rescinds: 4.600	Issued: 08/14/23

1 GRADING PROCEDURES FOR GRADES K-5^{1,2}

2 The grading system for Lakeland School System schools in accordance with the Tennessee Uniform
3 Grading System establishes the grading system for grades Kindergarten through Fifth grade.

4 Two (2) report cards are used in grades K-5; (1) for Kindergarten; (1) for grades 1-5. Teachers should
5 refer to the appropriate card for an explanation of the grading system for each level.

6 **Kindergarten:**

7 The Kindergarten report cards show progress toward the state standards. The grade level standard is set
8 by the state and indicates what a student should know and be able to do. Students are evaluated based
9 on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-
10 mastery for each skill. Report cards are sent home at the end of each nine-week quarter.

11 **Grades 1-5:**

12 In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each
13 grading period on the report card. Self-contained classes receive one homeroom conduct grade.
14 Individual subject classes each give a conduct grade.

15 The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C", "D",
16 and "F" with the following numerical values except for 1st grade science and social studies, which will
17 be expressed by the letter "S" or "N".

- 18
- 19 ● A (90-100)
- 20 ● B (80-89)
- 21 ● C (70-79)
- 22 ● D (60-69)
- 23 ● F (0-59)

24 GRADING PROCEDURES FOR GRADES Six-Eight (6-8)^{1,2}

25 Lakeland School System Board of Education policy, in accordance with the Tennessee Uniform
26 Grading System, establishes the grading system for grades 6-12.

1 Report cards are sent to parents at the end of each nine-week period. Parents must be notified within a
2 report card period when a student is not doing acceptable work.

3 **Grades Six-Eight (6-8):**

- 4 1. In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at
5 each grading period on the report card. Self-contained classes receive one homeroom conduct
6 grade. Individual subject classes each give a conduct grade.
- 7 2. The basic grading system for knowledge/subject area is expressed by the letters "A", "B", "C",
8 "D", and "F" with the following numerical values

- 9 ● A (90-100)
- 10 ● B (80-89)
- 11 ● C (70-79)
- 12 ● D (60-69)
- 13 ● F (0-59)

14 **Grade Calculations for Grades Six-Eight (6-8)**

15 Scores on state-mandated exams shall comprise a percentage of the students' final grade for the second
16 semester. (TCA 49-1-617)

17 No student should fail for the semester or year if the only failing grade is that of the end of course
18 state-mandated exam. Semester exams are not given to students in grades 6-8 with the exception of
19 high school level courses. High school level courses taken in middle school will be handled in the
20 same manner as all other high school courses taken in grades 9-11.

21 For courses which have no state-mandated exam required during a given semester, semester grades are
22 determined by counting the two quarter grades as 50%. For courses which have a state-mandated exam
23 required during the second semester, the second semester grades are determined by counting the two
24 quarter grades as 90% and the state-mandated exam as 10%. Should LSS not receive its students' state-
25 mandated exam scores at least five (5) instructional days before the end of the school year, second
26 semester grades shall be determined by averaging the two quarter grades.

27 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹**

28 The grading system for Lakeland School System schools in accordance with the Tennessee Uniform
29 Grading System establishes the grading system for grades nine (9) through twelve (12).

30 Grades will be reported on report cards and transcript records using the numerical values indicated
31 below:

- 32 ● A (90-100)
- 33 ● B (80-89)
- 34 ● C (70-79)
- 35 ● D (60-69)

- 1 • F (0-59)
- 2
- 3

4 **Credits**

5 Credits will be awarded in a .5 increment upon successful completion of a semester. A student will
 6 receive one full credit in a course if he/she receives a passing yearly grade for the course.

7 **Conduct**

8 Student conduct is graded as “E”, “S”, “N”, or “U” and is to be reported at each grading period on the
 9 report card.

10 **Calculation For High School Course GPA Weighting**

11 The Lakeland School System weighted grading scale shall be used for report cards, GPA, class rank,
 12 honor roll and all official purposes with the exception of the Lottery/HOPE Scholarship. Advanced
 13 Coursework weighting will be as follows:
 14

Grade	Value	Honors Courses	Dual Enrollment, Local & State Dual Credit, Industry Certification	Dual Enrollment, Advanced Placement Courses
A	90-100	Shall include the addition of 3 percentage points to the grades used to calculate the semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester average.
B	80-89			
C	70-79			
D	60-69			
F	0-59			

15 Quality points will be issued for high school courses as indicated below:

Grade	Value	Standard	Honors	Advanced Placement, Dual Enrollment, Local & State Dual Credit, Industry Certification
A	90-100	4.0	4.5	5.0

B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0	0	0

1 Tennessee Uniform Grading Scale for the Lottery/Hope Scholarship

2 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established
 3 by the State Board of Education for the purpose of applying for the Lottery/HOPE Scholarship. Using
 4 the uniform grading system, students' grades shall be reported for the purposes of application for post-
 5 secondary financial assistance administered by the Tennessee Student Assistance Corporation (TSAC).

6 Subject area grades shall be expressed by the following letters with their corresponding percentage
 7 range and advanced coursework grades shall be weighted with additional percentage points to calculate
 8 the semester average as indicated below:

Grade	Value	Honors Courses	Dual Enrollment, Local & State Dual Credit, Industry Certification	Dual Enrollment, Advanced Placement Courses
A	90-100	Shall include the addition of 3 percentage points to the grades used to calculate the semester average.	Shall include the addition of 4 percentage points to the grades used to calculate the semester average.	Shall include the addition of 5 percentage points to the grades used to calculate the semester average.
B	80-89			
C	70-79			
D	60-69			
F	0-59			

9 Assigning additional quality points above 4.0 for advanced coursework is not allowed for the purpose
 10 of determining eligibility for the lottery scholarships. Quality points will be awarded as follows for the
 11 Lottery/Hope Scholarship GPA.

Grade	Value	Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0

1 The GPA used to determine eligibility for the HOPE Scholarship shall be reported on the student's
2 transcript as the "Hope Scholarship GPA."

3

4 **Advanced Coursework**

5 Students enrolled in Advanced Placement courses, State Dual Credit Courses, Local Dual Credit
6 Courses, or National Industry Certification courses are expected to sit for the culminating exam
7 associated with the course. Students who fail to sit for the culminating exam associated with the AP
8 Courses, State Dual Credit Courses, Local Dual Credit Courses, or the National Industry Certification
9 Courses will not be awarded the quality points or weighting points attributed to the course. For
10 students who do not sit for the culminating exam, grades will be deducted for all grading periods
11 within the current school year.

12 **GRADING**

13 **Semester Grades**

14 The first and second semester grades are determined by counting the two quarter grades as 80% and
15 the semester teacher-created examination as 20%. For second semester grades, state-mandated exams
16 may also be calculated into the student's second semester grade if received in time to be required by
17 law. All high school courses will have a teacher-made exam even if that course also has a state-
18 mandated exam.

19 **State-Mandated Exams**

20 For students in grades 9-12, scores on state-mandated exams shall comprise 15% of the students' final
21 grade for the second semester while the teacher-made exam will be worth 5% of the student's final
22 grade for the second semester. If the state-mandated exams scores are not returned in time, the teacher-
23 made exam will be worth 20% of the student's second semester grade.

24 **Semester Exams**

25 **All high school level courses will have a first semester exam that will be taken by all students in**
26 **ninth, tenth, and eleventh grades as well as middle school students who are taking high school**
27 **courses. Twelfth graders will have the option to be exempt if they meet exemption criteria;**
28 **however, for courses that are only one semester, students in grades 9-11 may also be exempt**
29 **during the first semester. All grade levels in high school courses are eligible for teacher created**
30 **second semester exam exemption.**

31 **Requirements for First Semester Exam Exemptions for Twelfth Graders**

- 32 ● Twelfth graders who have a 90 or higher average for the two quarters during the first semester
33 in a high school course will be exempted from the semester exam if the student desires. When a
34 student is exempted from the examination, the semester average will be the average of the two
35 quarter grades only plus the end of course state-mandated exam, if applicable.

- 1 ● Additionally, to be eligible for exam exemption, a student must have zero unexcused absences
- 2 or partial unexcused absences for the semester in which the course exam is taken.
- 3 ● Students who receive a truancy notification letter will be disqualified from all exemptions.

4 Requirements for Second Semester Exam Exemptions in High School Courses for All Students

- 5 ● Students who have a 90 or higher average for the two quarters during the second semester in a
- 6 high school course will be exempted from the semester exam if the student desires. When a
- 7 student is exempted from the examination, the semester average will be the average of the two
- 8 quarter grades unless the course has a state-mandated exam and those scores are returned on
- 9 time.
- 10 ● Additionally, to be eligible for exam exemption, a student must have zero unexcused absences
- 11 or partial unexcused absences for the semester in which the course exam is taken.
- 12 ● Students who receive a truancy notification letter will be disqualified from all exemptions.

13 **Transfer Grades**

14 Students who transfer grades from another school district must be on an official school transcript for
15 credit to be awarded.

16 **LOTTERY SCHOLARSHIPS³**

17 Each school counselor shall provide incoming 9th graders with information on college core courses
18 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT
19 score, etc.) that must be met in order to receive a scholarship.

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

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

26 **LOTTERY SCHOLARSHIP DAY**

27 Each school year, prior to scheduling courses for the following school year, schools teaching students
28 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

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

Cross References

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

4. TCA 49-4-932(f)

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 07/01/24
		Rescinds: 4.603	Issued: 12/11/23

1 *General*

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

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

- 8 1. Ability to perform at the current grade level;
- 9 2. Results of local assessments, screening, or monitoring tools;
- 10 3. State assessments, as applicable;
- 11 4. Home Literacy Reports;³
- 12 5. Overall academic achievement of the student;
- 13 6. Likelihood of success with more difficult material if promoted to the next grade;
- 14 7. Attendance record;
- 15 8. The student’s maturity; and
- 16 9. English Language (EL) acquisition as required by state and federal law.

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

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

22

1 **VOLUNTARY RETENTION**

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

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

5 2. The parent/guardian believes that retention may benefit the student.⁵

6 **PROMOTION PLANS⁵⁶**

7 When a student is identified as a candidate for retention, the student's parent(s)/guardian(s) shall be
8 notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the
9 student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or
10 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
11 counselor, or other appropriate school personnel.

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

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁶⁷

23 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
24 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
25 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
26 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁷⁸

30 **RETENTION⁶⁷**

31 A student may be retained when such retention is in the best interest of the student or when retention is
32 required per additional requirements for students in third and fourth grade. However, a student shall
33 not be retained more than once in any grade.

1 *Decision of Retention – General*⁸⁹

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

- 6 1. Adjustment to the current instructional strategies or materials;
- 7 2. Additional instructional time;
- 8 3. Individual tutoring;
- 9 4. Modification to the student’s classroom assignment to ensure the student receives
10 instruction from a teacher with a level of overall effectiveness of above expectations (level
11 4) or significantly above expectations (level 5); or
- 12 5. Attendance or truancy interventions.

13 The progress of students who are retained shall be closely monitored and reported to
14 parent(s)/guardian(s) at least three (3) times during the school year in which the student is retained.
15 The superintendent shall develop procedures to ensure appropriate recordkeeping of students who are
16 retained.

17 *Decision of Retention – Third Grade*⁹¹⁰

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

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

- 22 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
23 portion of the student’s most recent TCAP test may be promoted if:
 - 24 a. The student is an English language learner and has received less than two (2) full
25 years of ELA instruction;
 - 26 b. The student was previously retained in grades K-3;
 - 27 c. The student is retested before the next school year and scores proficient in ELA;
 - 28 d. The student attends a learning loss bridge camp before the next school year,
29 maintains a ninety percent (90%) attendance rate, and demonstrates adequate
30 growth on the post-test at the end of the camp;
 - 31 e. The student receives tutoring for the entirety of the next school year in accordance
32 with state law; or
 - 33 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
34 ELA standards by scoring within the fiftieth percentile on the most recently
35 administered state-provided benchmark assessment and the district provides tutoring

1 services to the student during the entire fourth grade school year and notifies the
2 student's parent/guardian, in writing, of the benefits of enrolling the student in
3 summer programming.

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

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

13 *Decision of Retention – Fourth Grade*^{9,10}

14 ~~Students in the following categories shall show adequate growth in the following ways before being~~
15 ~~promoted to the fifth grade:~~

16 ~~1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the~~
17 ~~next school year in accordance with state law or because of attending a learning loss bridge~~
18 ~~camp must maintain a ninety percent (90%) attendance rate; and~~

19 ~~2. A student receiving tutoring for the entirety of the next school year in accordance with state~~
20 ~~law shall be required to show adequate growth as defined by TN Law and/or Tennessee Board~~
21 ~~of Education Rules on the fourth grade ELA portion of TCAP before the student may be~~
22 ~~promoted to fifth grade.~~

23 ~~A student shall not be retained more than once in fourth grade.~~

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

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

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

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

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

11 *Decision of Retention – Students with Disabilities*^{10,11}

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

16 **APPEALS**^{7,11 8,12}

17 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
18 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
19 made to a committee appointed by the principal within five (5) business days. The student and his/her
20 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
21 the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business
22 days to determine if the student will be promoted and issue such decision within five (5) business days.
23 Upon notification of the committee decision, the principal shall send written notification to the
24 superintendent/designee and the parent(s)/guardian(s). The notification shall advise
25 parent(s)/guardian(s) of their right to appeal such action within five (5) business days to the
26 superintendent/designee.

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

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

33 For students where retention is required per the additional requirements for students in third and fourth
34 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
35 accordance with state law.^{12,13}

Legal References

1. [20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Cross References

- [Credit Recovery 4.210](#)
- [Grading System 4.600](#)
- [Reporting Student Progress 4.601](#)
- [Attendance 6.200](#)
- [Student Assignments 6.205](#)
- [Homeless Students 6.503](#)
- [Student Records 6.600](#)

Lakeland Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Qualifications and Duties of the Superintendent	Descriptor Code: 5.802	Issued Date: 07/01/24
		Rescinds: 5.802	Issued: 07/12/21

1 **QUALIFICATIONS:**

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

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

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

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

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Superintendent shall extend
11 to all activities of the district, to all phases of the educational program, to all aspects of the financial
12 operation, to all facility management, and to the conduct of such other duties as may be assigned by the
13 Board. The Superintendent may delegate these duties together with appropriate authority, but may not
14 delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 **ESSENTIAL FUNCTIONS:**

16 **General Administrative**

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those board
18 established priorities.
- 19 2. Prepares and recommends short- and long-range plans for Board approval and implements those
20 plans when approved.
- 21 3. Prepares, in conjunction with the Board Chairman, agenda recommendations relative to all
22 matters requiring board action, including all facts, information, options, and reports needed to
23 assure informed decisions. Provides advice and counsel to the Board on matters before it.

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

14 *Financial Management*

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

24 *Personnel Administration*

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

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

14 *Instructional Leadership*

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

29 *Community/Public Relations*

- 30 1. Promotes community support of the schools. Interprets district programs and services, reports
31 plans, events and activities of interest and solicits community opinions regarding school and
32 educational issues.
- 33 2. Identifies available community resources and links to social service agencies that support
34 education and healthy child development.

- 1 3. Develops strategies to promote parental involvement in their children's education and provides
2 opportunities for parent-teacher interaction.
- 3 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
- 4 5. Ensures that the district interests will be represented in meetings and activities of municipal and
5 other governmental agencies.
- 6 6. Represents the school system and its interests in community organizations, activities, and
7 projects.

8 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
9 and the Superintendent. Salary is to be determined by the Board.

10 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
11 and the board's policy on evaluation of the Superintendent.

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

Legal References

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

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">School Admissions</h2>	Descriptor Code: 6.203	Issued Date: 07/01/24
		Rescinds: 6.203	Issued: 03/17/14

1 Any student entering school for the first time must present:

- 2
- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
- 4
- 5 2. Evidence of a current medical examination.² There shall be a complete medical examination of
- 6 every student entering school for the first time; and
- 7
- 8 3. Evidence of state-required immunization.³
- 9

10 The name used on the records of a student entering school must be the same as that shown on the birth

11 certificate unless evidence is presented that such name has been legally changed through a court as

12 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the

13 name used on the records of such student will be the same as that shown on documents which are

14 acceptable to the school principal as proof of date of birth⁴.

15

16 A child whose care, custody and support have been assigned to a resident of the district by a power of

17 attorney or order of the court shall be enrolled in school provided appropriate documentation has been

18 filed with the district office.⁴⁵

19

20 A student may transfer into the school system at any time during the year if his/her parent(s) or legal

21 guardian moves his/her residence into the school system.

22 **ADJUDICATED DELINQUENT STUDENT⁶**

23

24 If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),

25 the parents/guardians and a school administrator of any school having previously received similar

26 notice from the juvenile court or another source, shall provide to the school principal/designee, the

27 abstract provided under TCA 37-1-153 or TCA 37-1-154 or other similar written information when

28 any such student:

29

- 30 (1) Initially enrolls in an LEA;
- 31
- 32 (2) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or
- 33

1 (3) Changes schools within this state.

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

6
7 (1) Resumes school attendance after suspension, expulsion or adjudication of delinquency; or

8
9 (2) Changes schools within this state.

10
11 This information shall be shared only with school employees who have responsibility for classroom
12 instruction of the student and the school counselor, social worker or psychologist who is developing a
13 plan for the child while in the school, and the school resource officer. Such information is otherwise
14 confidential and shall not be released to others, and the written notification shall not become a part of
15 the student's record.⁵⁷

Legal References

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

Cross References

[Admission of Suspended/Expelled Students 6.318](#)
[Homeless Students 6.503](#)
[Migrant Students 6.504](#)
[Students in Foster Care 6.505](#)
[Students from Military Families 6.506](#)

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Zero Tolerance Offenses</h2>	Descriptor Code: 6.309	Issued Date: 07/01/24
		Rescinds: 6.309	Issued: 07/10/23

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

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance
 5 analogue, or legend drug on school grounds or at a school-sponsored event;³
- 6 3. Aggravated assault;⁴
- 7 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
 8 employee of the school, or school resource officer; or
- 9 5. Threats of mass violence on school property or at a school-related activity **as determined by a**
 10 **threat assessment team.**⁶

11 Committing any of these offenses shall result in a student being expelled from the regular school
 12 program for at least one (1) calendar year unless modified by the Superintendent. Modification of the
 13 length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses
 14 may be assigned to an alternative school or program at the discretion of the Superintendent.⁷

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

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299; 49-6-3401 (g)(2)(D); Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 07/01/24
		Rescinds: 6.316	Issued: 05/13/24

1 **DEFINITIONS:**

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

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

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

9 **REASONS FOR SUSPENSION/EXPULSION:**

10 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any
11 student from attendance at school or any school-related activity on or off campus or from attendance at
12 a specific class or classes, or from riding a school bus, without suspending such student from
13 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited
14 to:¹

- 15 1. Willful and persistent violation of the rules of the school;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against the person of any personnel attending or assigned to any
18 school;
- 19 4. Willful or malicious damage to real or personal property of the school, or the property of any
20 person attending or assigned to the school;
- 21 5. Inciting, advising or counseling of others to engage in any acts that would justify suspension;
- 22 6. Possession of a pistol, gun or firearm on school property;²
- 23 7. Possession of a knife, etc., as defined in in state law, on school property;³

- 1 8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene
2 or threatening language;
- 3 9. Unlawful use or possession of barbitol or legend drugs, as defined in in state law;⁴
- 4 10. Engaging in behavior which disrupts a class or school-sponsored activity;
- 5 11. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
6 explosive or destructive device including chemical weapons on school property or at a school
7 sponsored event **or an invalid threat of mass violence⁵**;
- 8 12. One (1) or more students initiating a physical attack on an individual student on school property
9 or at a school activity, including travel to and from school;
- 10 **13. Assault against a school employee as defined in state law⁶**;
- 11 14. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
12 persons or property or disrupts the educational process; and
- 13 15. Any other conduct prejudicial to good order or discipline in any school.

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

18 **IN-SCHOOL SUSPENSION:**⁸

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

26 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:**⁹

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

- 1 3. The principal shall notify the parent or guardian and the superintendent or designee in writing:
- 2 a. Of the suspension/expulsion and the cause for it; and
- 3 b. A request for a meeting with the parent or guardian, student and principal, to be held as
- 4 soon as possible, but no later than five (5) working days following the suspension/
- 5 expulsion.
- 6 4. Immediately following the scheduled meeting, whether or not attended by the parent or
- 7 guardian or student, the principal shall determine the length of the suspension/expulsion and set
- 8 conditions for readmission. If the principal determines the length of the suspension to be
- 9 between six (6) school days and the maximum of ten (10) school days, the principal shall
- 10 develop and implement a plan for correcting the behavior when the student returns to school.
- 11 5. If at the time of the suspension the principal determines that an offense has been committed
- 12 which, in the judgment of the principal would justify a suspension/expulsion for more than ten
- 13 (10) school days, he/she may suspend/expel/remand the student unconditionally for a specified
- 14 period of time or upon such terms and conditions as are deemed reasonable.
- 15 6. If a student assaults an employee, he/she shall be suspended from school-sponsored events for
- 16 one (1) calendar year unless modified by the Superintendent. A school-sponsored event is an
- 17 activity that is not directly related to a student's grade in a course of instruction⁶.
- 18 7. The principal shall immediately give written or actual notice to the parent or guardian and the
- 19 student of the right to appeal the decision to suspend/expel/remand for more than ten (10)
- 20 school days. All appeals must be filed, orally or in writing, within five (5) working days after
- 21 receipt of the notice and may be filed by the parent or guardian, the student or any person
- 22 holding a teaching license who is employed by the school system if requested by the student.
- 23 8. The appeal from this decision shall be to the Board or to a disciplinary hearing authority
- 24 appointed by the Board. All appeals heard by the Board will be closed to the public unless the
- 25 student's parent or guardian requests an open hearing in writing within five (5) working days of
- 26 receipt of the notice to appeal.
- 27 9. If the suspension/expulsion occurs during the last ten (10) school days of any term or semester,
- 28 the student shall be permitted to take such final examinations or submit such required work as
- 29 necessary to complete the course of instruction for that semester, subject to conditions
- 30 prescribed by the principal.

 Legal References

1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
2. TCA 39-17-1309(b)
3. TCA 39-17-1309
4. TCA 53-10-101; TCA 39-17-454
5. Public Acts of 2024, Chapter No. 882

 Cross References

- Procedural Due Process 6.302
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310

6. Public Acts of 2024, TCA 39-13-101
7. TCA 49-6-3401(i)
8. TCA 49-6-3401(b)(1)
9. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415

Discipline Procedures 6.313
Student Disciplinary Hearing Authority 6.317

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: 6.318	Issued Date: 07/01/24
		Rescinds: 6.318	Issued: 07/11/22

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The Board may deny admission of any student (except those in state custody) who has been expelled or suspended from another school system in Tennessee or another state even though the student has established residency in the system in which he/she seeks enrollment.

After a request for enrollment is made, the superintendent shall investigate the facts surrounding the suspension/expulsion from the former school system, ~~and make a recommendation to the Board to approve or deny the request.~~ The principal may ask the parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in TCA 49-6-3051 and submit any records to the superintendent. Based on the results of the investigation, the superintendent shall make a recommendation to the Board to approve or deny the request.¹

The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school system.²

Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

Cross References

- School Admissions 6.203
Student Records 6.600

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 07/01/24
		Rescinds: 6.4052	Issued: 07/10/23

1 *General*

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

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

12 **PARENTAL NOTIFICATION**

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

15 **PROCEDURES**

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

Legal References

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

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 07/0124
		Rescinds: 6.409	Issued: 07/11/22

1 *General*

2 The Superintendent shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school
5 **and submit this information to the Department of Children's Services;**
6
7 2. Require that the Coordinator and the Alternate receive appropriate training;
8
9 3. Supply the Coordinator with all necessary resources;
10
11 4. Ensure that all employees working directly with students annually complete the child abuse
12 training program required by state law.²

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

15 **REPORTING**

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

22 The report shall include, to the extent known by the reporter:⁶

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

28 The Superintendent/designee shall develop reporting procedures, including sample indicators of abuse
29 and neglect, and shall disseminate the procedures to all school personnel.

30

1 **CONFIDENTIALITY**

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

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place and circumstances of the interview, but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parents that the child is to be
10 interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. 1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 571
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 07/01/24
		Rescinds: 5.701	Issued: 02/06/23

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} All substitute teachers shall be employed by the Superintendent
3 and paid by the Board.²

4 APPLICATION/QUALIFICATIONS

5 Criminal history record checks and fingerprinting of applicants for substitute teaching are required prior
6 to performing any work or service on behalf of Lakeland School System and every five (5) years
7 thereafter.³

8 Applicants whose records with the State Department of Education indicate a license or certificate
9 currently in revoked status shall not be hired.⁴

10 Substitute teachers for the Lakeland School System who have no previous experience working in schools
11 or with children are required to hold a Bachelor's degree or above from an accredited college or
12 university. At his or her discretion, the superintendent may hire substitute teachers without Bachelor's
13 degrees provided that they have appropriate experience working or volunteering in a school setting or
14 have post-secondary experiences that would prepare them for substitute teaching.

15 The substitute teacher lists will be prepared by the superintendent or his/her designee who will maintain
16 a complete file on all substitute teachers. This file will include transcripts, credentials, recommendations
17 and other pertinent information. A list of all approved substitutes shall be provided to all building
18 principals. Only those persons on the approved substitute list shall be employed to substitute teach.

19 COMPENSATION

20 The compensation of substitute teachers shall be determined annually by the Board.

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught
24 or shall be a retired teacher that held the appropriate endorsement.⁶ After the regular teacher's
25 accumulated leave is exhausted, the replacement teacher must be licensed and hold the appropriate
26 endorsement for the assignment or be a retired teacher and have held the appropriate endorsement and
27 must be paid based on the replacement teacher's training and experience record in accordance with the
28 state and local salary schedules.¹

29

1 **EMERGENCY NEEDS**

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

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

8 **TRAINING AND ORIENTATION**

9 The superintendent shall be responsible for providing appropriate training and development programs
10 for substitute teachers **that includes the annual school safety training required by state law.**⁷

11 **RESPONSIBILITIES**

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

14 **RE-EMPLOYMENT/TERMINATION**

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

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

Legal References

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

Cross References

- Background Investigations 5.118
- Employment of Retirees 5.119
- Long Term Leaves of Absence 5.304

**DISCIPLINARY HEARING AUTHORITY
MEMBERS**

Kim Pickens

Matt Adler

Kim Louis

Dorian Brown

Tawana Smith



Lakeland Board of Education

2024-2025

Annual Agenda

JULY

- Approval of Annual Agenda (Board Policy 1.403)
- Approval of Professional Development Plan

AUGUST

- Approval of Outstanding Purchase Orders for School Activity Funds
- Approval of School Support Organization Cooperative Agreements
- List of Extracurricular Activities
- Review Board Evaluation
- Review TSBA Resolutions (if applicable)

SEPTEMBER

- Discuss TSBA Leadership Conference
- Discuss TSBA Annual Convention/Delegate Assembly
- Review of Emergency Preparedness Plan
- Legislative Agenda Preliminary
- Internet Safety Measures Presentation
- Review Policy Manual: Section 1

OCTOBER

- Finalize/Present Board Evaluation
- Approval of State LEA Compliance Report
- Appointment of TSBA Delegate Assembly Representatives
- Review Policy Manual: Section 3

NOVEMBER

- Discuss TSBA Legislative and Legal Institute (Check board calendar, poll board)
- Elect Legislative Representative (Policy 1.200)
- Board Approval of Textbook Adoption Committee Members
- Tenure Recommendations to the Board (Policy 5.117)
- Review Policy Manual: Section 4

DECEMBER

- Tenure Reception / Retiree Recognition
- Update Status of Strategic Plan with Milestones
- Review/Update 5-Year Strategic Plan
- Standing Committee Appointments (Policy, Ethics, Hearing Officers, etc.)
- Assessment of Facilities Planning for Next Year (Policy 3.208)
- SCOPE Conference Applications

JANUARY

- Finalize TSBA Legislative and Legal Institute (Headcount, Book Hotel Rooms)
- Elect School Board Chairman & Vice Chairman (Policy 1.200)
- Adopt Budget Calendar
- Signing of Code of Ethics by Board
- Collect Volunteer of the Year / Student of the Year / Student Volunteer of the Year Nominations
- Release of SCOPE Conference Application
- Disclosure of Statement of Interest
- Review Policy Manual: Section 2

FEBRUARY

- School Board Appreciation Dinner
- Legislative Agenda (New Items)
- Review Policy Manual: Section 5 (First Half)

MARCH

- Review Policy Manual: Section 5 (Second Half)

APRIL

- Approval of Budget
- Approval of Salary Schedules & Stipend Schedules / New Job Descriptions
- List of Items to Be Surplussed
- Board Approval of Textbook Adoption Committee Recommendation
- Submission of Stockpiled Days Application
- Board Approval of TSBA Volunteer of the Year / Student of the Year / Student Volunteer of the Year / School Level Volunteer of the Year
- Review Superintendent Evaluation
- Review Policy Manual: Section 6 (First Half)

MAY

- Retiree Recognition
- Adopt Official School Calendar (Policy 1.800)
- Board Approval of School Fees
- Board Approval of Textbook Fines
- Approval of Textbook Recommendations
- Approval of Annual School Board Meetings Dates
- Approval of Internal Control Manual
- Approval of UGG Manual
- Approval of Annual Nutrition Form (Local Ag Plan)
- Review Schedule of Fees (Policy 3.206)
- Review Policy Manual: Section 6 (Second Half)

JUNE

- Approval of Interlocal Agreements (If necessary)
- Charge Offs of Cafeteria Accounts
- Approval of Protected Reading List
- Approval of Superintendent's Surety Bond
- Finalize/Present Superintendent Evaluation

Lakeland Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Visitors to the Schools</h2>	Descriptor Code: 1.501	Issued Date: 07/01/24
		Rescinds: 1.501	Issued: 03/17/14

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

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

11
 12 ~~Persons who come onto school property shall be under the jurisdiction of the site~~
 13 ~~administrator/designee. Individuals who come onto school property or who contact employees on~~
 14 ~~school or district business are expected to behave accordingly. Specifically, actions that are prohibited~~
 15 ~~include, but are not limited to:~~

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

23
 24 ~~The principal or his/her designee has the authority to exclude from the school premises any persons~~
 25 ~~disrupting the educational programs in the classroom or in the school, disturbing the teachers or~~
 26 ~~students on the premises, or on the premises for the purpose of committing an illegal act.²~~

27
 28 ~~The principal shall contact law enforcement officials when he/she believes the situation warrants such~~
 29 ~~measures.~~

30 Persons who come onto school property shall act according to the Lakeland School System Code of
 31 Conduct for Families, Volunteers, and Visitors as outlined below:

Lakeland School System

Code of Conduct for Families, Volunteers, and Visitors

33

1 This Code of Conduct applies to all families, volunteers and visitors who interact with schools and
2 offices in Lakeland School System. It also applies to those who are present at school, in person or
3 virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school
4 hours.

5 In order to create a climate and culture of support for all students, there is an expectation for all
6 stakeholders to work together in *ensuring that every student attains high academic achievement,*
7 *positive social and emotional development and gains readiness for college, careers, and a successful*
8 *and productive life.*

9 In order to maintain an orderly, respectful and secure educational environment for students and staff, it
10 is essential that families and visitors are aware of their responsibilities and understand that adherence to
11 these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of
12 Conduct shall be enforceable by the Board of Education and by local law enforcement officers if
13 necessary.

14 **Public Conduct on School Property**

15 Schools are a place of work and learning. All persons on school property or attending a school function
16 shall conduct themselves in a respectful and orderly manner. The building principal or their designee is
17 responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member
18 or student of the school is considered a “visitor.” All visitors are required to abide by the rules for public
19 conduct on school property established by procedures, state law, and school board policy.

20 All visitors to a school facility outside of a public performance, athletic event, or group informational
21 meeting shall provide a copy of a government-issued identification, which includes the visitor’s name,
22 date of birth and photo, to the school office to be recorded. Persons who do not provide required
23 identification will not be permitted on premises.

24 Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are
25 required to wear a badge or name tag indicating that they are a visitor throughout their visit.

26 **Conduct Prohibited on School Property**

27 No person shall:

- 28 1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane
29 language, swearing, or displaying temper, or causing disruption to professional or academic
30 climate) toward any staff member or student;
- 31 2. Approach someone else’s child in order to discuss an issue or chastise them. (Such an approach
32 to a child may be seen as an assault on that child and may have legal consequences);
- 33 3. Injure any other person or threaten to do so;

- 1 4. Damage or destroy school property, or threaten to damage or destroy school property or the
2 property of a teacher, administrator, other district employee or any other person lawfully on
3 school property;
- 4 5. Disrupt classes, school programs or other school activities;
- 5 6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other
6 inappropriate written communication;
- 7 7. Record or videotape any interactions within the school building where there is an expectation of
8 privacy (classroom instruction, conversations with teachers, students, staff), unless all
9 participants to the conversation have given their permission for the recording or videotaping;
- 10 8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other
11 parents/students through social networking and websites;
- 12 9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate
13 social network entry;
- 14 10. Disrupt school transportation or confront transportation staff on the bus, the road, in
15 neighborhoods, or on school system grounds, or enter upon a school bus without express
16 permission to do so;
- 17 11. Distribute or wear materials on school grounds or at school functions that are suggestive and
18 inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear
19 libelous, obstruct the rights of others, or are disruptive to the school program;
- 20 12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin,
21 citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability
22 or age;
- 23 13. Enter any portion of the school premises without authorization or remain in any building or
24 facility after it is normally closed;
- 25 14. Obstruct the free movement of any person in any place to which this code applies;
- 26 15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school
27 property;
- 28 16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products,
29 vaping products, controlled substances, or be under the influence on school property or at school
30 functions;
- 31 17. Possess or use firearms or dangerous weapons in or on school property or at any school function,
32 except in the case of law enforcement officers;

1 18. Loiter on school property or at school functions;

2 19. Gamble on school property or at school functions;

3 20. Refuse to comply with any reasonable order of identifiable school district officials performing
4 their duties;

5 21. Willfully incite others to commit any of the acts prohibited by this code; or

6 22. Violate any federal or state statute, local ordinance, or Board policy while on school property or
7 while at a school function.

8 **Consequences for Violating the Code of Conduct**

9 Principals or their designees and school security have the authority to enforce the Code of Conduct for
10 Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to
11 determine the appropriate offense level outlined below.

12 Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or
13 otherwise banned from campus and participation in school-sponsored activities. In situations involving
14 lesser infractions or where remediation is viable, a verbal warning will be provided. Should a
15 parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions
16 designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from
17 working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian
18 be excluded from meetings regarding their child's education and performance.

Legal References

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

Cross References

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

Lakeland Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 07/01/24
		Rescinds:	Issued:

1 **General**

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

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 superintendent or designee shall develop a procedure for staff to submit additional programs for
6 approval.

7 The Director of Technology is tasked with overseeing the implementation of approved AI programs.
8 District technology staff will review artificial intelligence programs to ensure compliance with district
9 policies as well as state and federal student data privacy laws and present recommendations to the
10 superintendent for approval. The use of approved AI programs may be restricted based on the student's
11 grade level or their enrollment in specific courses.

12 Employees shall not place personally identifiable information (whether their own, students', or
13 others'), financial information, intellectual property, or other confidential information into an AI
14 program.

15 The superintendent or designee shall incorporate training programs on AI into professional
16 development for district staff. This training shall focus on responsible use of AI and best practices for
17 use in school settings and include instruction regarding personally identifiable information and the
18 need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of
19 securing and properly storing any data that is collected by the district in compliance with state and
20 federal law.

21 **STAFF USE**

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

- 26 1. Employees shall disclose their use of an AI program if failure to do so would:
27 a. Violate the terms of the use of the AI program;
28 b. Would mislead a supervisor or others as to the nature of the work; or

1 c. Would be inconsistent with the teacher code of ethic;.²

2
3 2. Employees shall take all reasonable precautions to ensure the security of private student data
4 when utilizing AI programs;

5
6 3. Outputs from AI programs shall be verified by reliable sources and reviewed by the employee
7 prior to use in order to reduce the risk of errors and inaccuracies;

8
9 4. Outputs shall not be incorporated into proprietary content or works; and

10
11 5. Teachers may use AI programs to inform feedback provided to students but should not rely on
12 AI detection programs when investigating possible plagiarism.

13 **STUDENT USE**

14 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
15 shall align with approved instructional standards and curriculum. Prior to using approved AI programs,
16 teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

17 **ACADEMIC INTEGRITY**

18 Students shall be instructed on responsible use standards, which include, but are not limited to, the
19 following:

20 1. Effective uses of AI, including generative AI;

21
22 2. Appropriate uses of AI in assignments and how to disclose AI usage;

23
24 3. Evaluating AI-generated content for potential biases or inaccuracies;

25
26 4. Assuming responsibility for incorporating AI content; and

27
28 5. Distinguish between using AI for cheating and using it for instructional support.

29 **NOTICE TO PARENTS**

30 The superintendent shall provide notice to parent(s)/guardian(s) about the use of AI programs in the
31 district. An approved list of AI programs will be provided by posting to the district website.

32 **REPORTING**

33 The superintendent or designee shall submit a report to the Board of Education each June on how this
34 policy will be enforced in the upcoming school year. The Board shall approve the report and the
35 Director shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

[Use of the Internet 4.406](#)