



**Morgan County Schools Board of Education Regular Meeting
April 12, 2011 6:30 PM
Central Office**

MEMBERS PRESENT:

1. **Prayer**
2. **Pledge**
3. **"Good News" - Luke Daniel, Sunbright - 1st place in TN History Day; Central High FCCLA State Winners**
4. **Annual Report from Ameresco regarding Energy Savings**
5. **Agenda**
6. **MCEA - Educator's Banquet May 5th 6:00pm @ First Baptist Church, Wartburg**
7. **Audience Participation (Home and private school student participation in athletics)**
8. **Consent Agenda**
 - A. Approval of Minutes-Regular Meeting of March 7, 2011
 - B. Coalfield Lady Jacket Softball Team - Franklin, TN to participate in Franklin-Sonic Softball Tournament (April 15-16)
 - C. Central High FCCLA Trip to National Convention
 - D. FBLA Convention - Coalfield & Oakdale (Chattanooga)
 - E. John Jones - Sunbright Field Trip Requests
 - F. Fall School Compliance Report
 - G. Oakdale Request - Summer Basketball Camp
 - H. UT Extension Request for use of buses for summer camps
 - I. Mutual Aid Agreement with the Morgan County Correctional Complex (Use of school buses for evacuation)
 - J. Budget Workshop - Thursday, April 14, 2011 6:00 p.m. @ Central Office
 - K. Workshop - Monday, April 25 6:30pm at Petros Joyner School
 - L. Regular Board Meeting - May 2, 2011, 6:30 p.m. @ Central Office
9. **Budget Amendments**
10. **Elimination of Special Education positions in 2011-12 budget**
11. **Approval of Math Textbook Adoption 2011-12**
12. **Discussion - Mowing and Sunbright awning bids; Cost analysis of current mowing and other options.**
13. **Consider use of Sunbright School for Appalachia Service Project (Summer, 2011)**
14. **Policy Revisions-Administrative Procedures**
 - A. TSBA Policy Packet-Section IV-Instructional Services
 - B. 5.117 - Procedure for Granting Tenure - Revision (2nd Reading)
 - C. Policy 1.703 - School Attendance Areas (Discussion of Bus Routes-Petit Lane and Adjoining Roads) Committee Recommendation
 - D. Internet Safety (Including revisions to cell phone policy - PODs)
 - E. Policy 2.806 - Bids and Quotations (1st Reading)
 - F. Administrative Procedures - Stipends
15. **Director's Performance Contract Report/Announcements**
 - A. Monthly Financial Report
 - B. Update - Recent grant possibilities (Library Literacy & Gear-Up)
 - C. Staff Development Plan 2011-12
 - D. Planned Improvements for Information Technology Curriculum - Judy Cross, Instructional Technology Coach



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- E. Tenure - Teacher Folders due at Central Office on Wed. April 20th (19 prospective candidates)
- F. TSBA Summer Law Institute (Park Vista - Gatlinburg) - July 22-23, 2011
- 16. **May Board Meeting - Director's Annual Evaluation; Board Self-Evaluation**
- 17. **Adjourn**
 - A. Budget Workshop - Thursday, April 14, 2011 6:00 p.m. @ Central Office
 - B. Workshop - Monday, April 25 6:30pm at Petros Joyner School
 - C. Regular Board Meeting - Monday, May 2, 2011 6:30 p.m. @ Central Office

Morgan County School System Performance Update



Central High School
Central Middle School
Central Elementary School
Vocational School
Board of Education Building

Coalfield School
Petros-Joyner School
Sunbright School
Oakdale School
Maintenance/Bus Garage



**New Energy
Efficient Lighting**

Savings Summary – Second Reporting Period [August 15, 2009 – August 14, 2010]

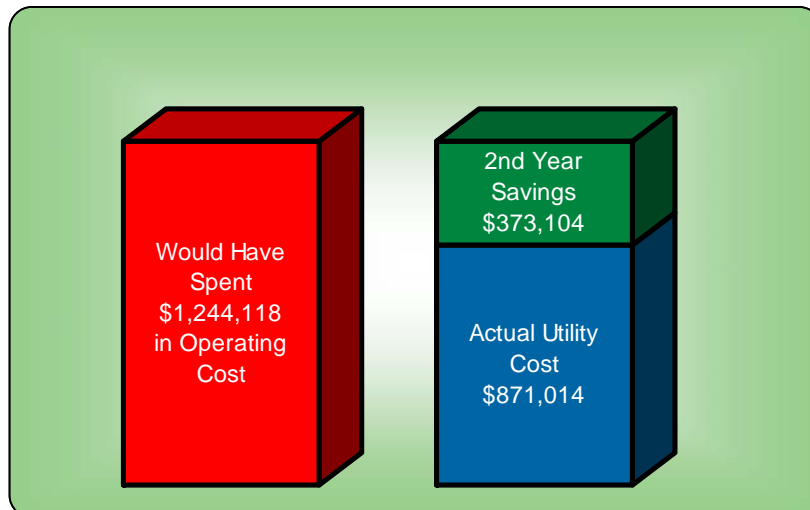
Energy Conservation Measure (ECM)	Guaranteed Annual Savings	Actual Annual Savings	Difference
HVAC	\$ 106,601	\$ 124,604	\$ 18,003
Lighting	\$ 122,941	\$ 153,542	\$ 30,601
Domestic Water	\$ 24,281	\$ 39,634	\$ 15,353
Shunt Capacitor Controls	\$ 26,381	\$ 32,952	\$ 6,571
Transformers	\$ 3,302	\$ 4,158	\$ 856
Vending Machine Controls	\$ 5,689	\$ 7,427	\$ 1,738
Plug Load Controls	\$ 5,617	\$ 10,787	\$ 5,170
Totals	\$ 294,812	\$ 373,104	\$ 78,292

Note: The “Actual Annual Savings” is based on updated (December 2010) utility rates, which are higher than baseline rates. If baseline rates were used, the excess savings would amount to \$23,726.



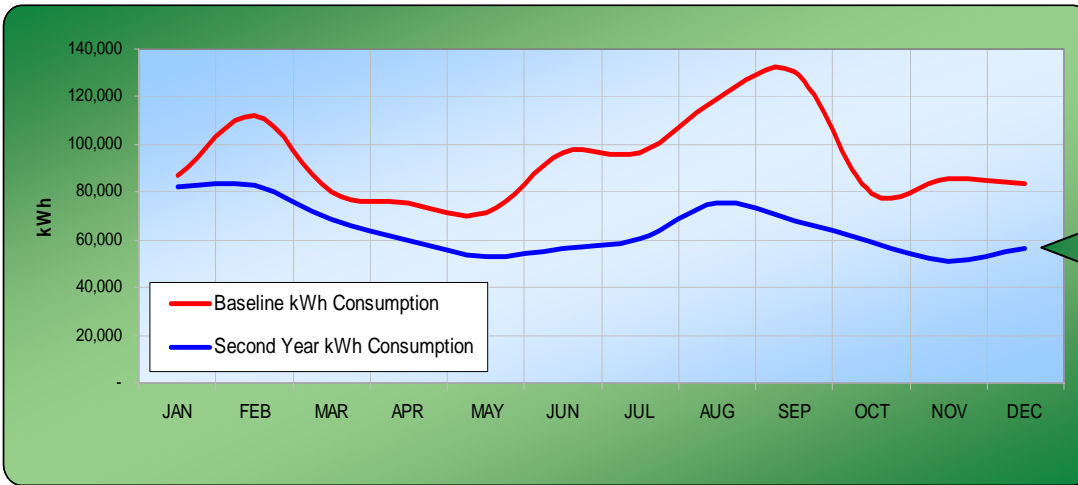
**New Energy
Efficient HVAC
Equipment**

What You Would Have Spent If You Didn't Do the Project



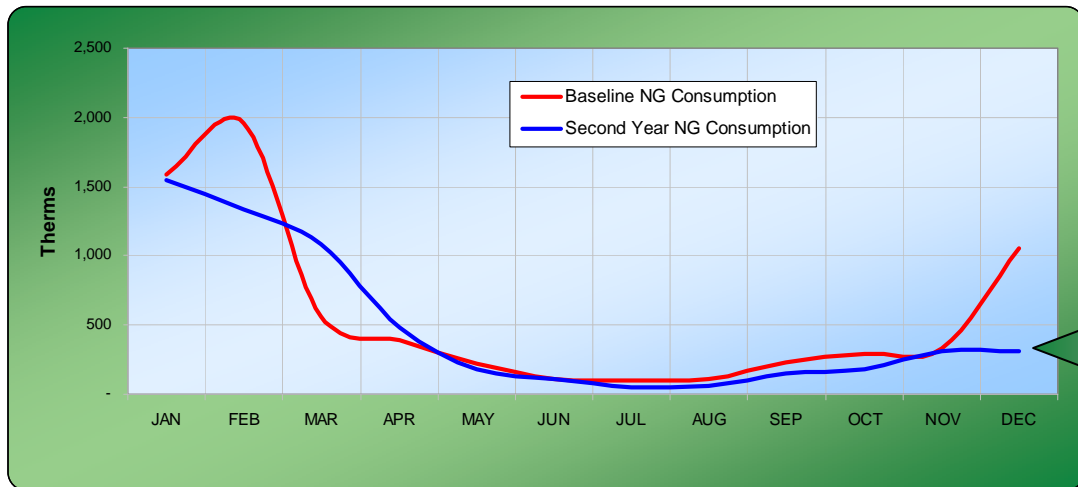
**Domestic Water
Replacements
[Low-Flow Toilets]**

Snapshot - Electricity Consumption at Oakdale



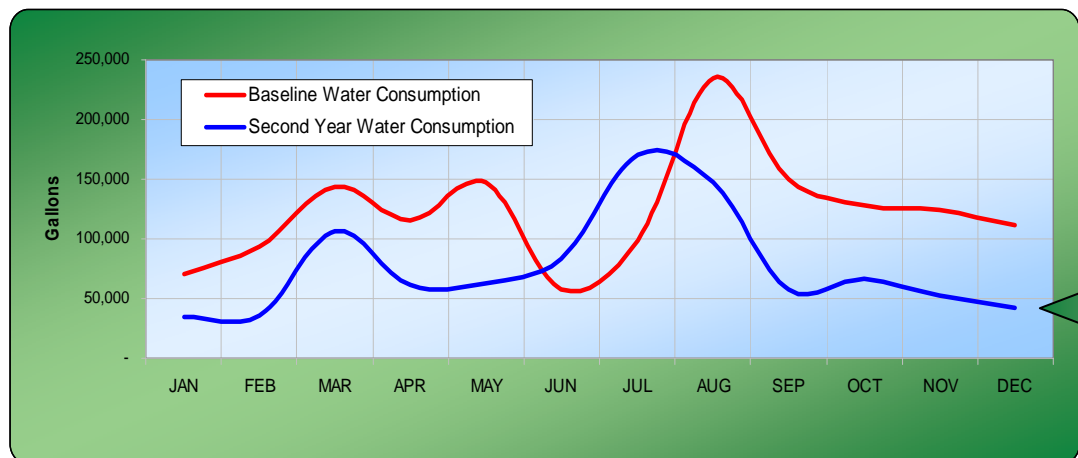
Consumed 31% Less Electricity in Year 2 Compared to Baseline

Snapshot - Natural Gas Consumption at Central ES



Consumed 17% Less NG in Year 2 Compared to Baseline

Snapshot - Water Consumption at Central HS



Consumed 37% Less Water in Year 2 Compared to Baseline

Ameresco, Inc.
 9000 Wessex Place, Suite #304
 Louisville, KY 40222
 Phone: (502) 420-1964
 Fax: (502) 420-1998
 E-Mail: dspurrier@ameresco.com

Home School Request to Participate in Extra-Curricular Activities Background Information

Two Types of Home School Students:

1. The Independent Home School Student. Parents have to register their children each year with the Superintendent. They are independent of any organization. They are subject to testing by the school system. If adequate progress is not made, they can be required to return to school.
2. The Church affiliated satellite home school student. When a student enrolls in one of these programs, they have in fact withdrawn from the public school system and have enrolled in a private school.

Under the new TSSAA bylaw, the Independent Home School Student would be eligible to participate in athletics. Fewer than 6 students in Morgan County fall into this category in any given school year. Most are elementary age. Under the new TSSAA bylaw, the Church Affiliated Satellite Home School Student would not be eligible to participate. They are in fact enrolled in another school or school system. About 8–12 students enrolled in this type of home school in any given year. The TSSAA change in by-laws opens the possibility of home school participation. The final decision will be made by local boards of education. If the Morgan County Board of Education adopted the TSSAA policy, there would be very little impact on high school athletics in Morgan County. There would only be one or two students in any given year that could possibly participate.

A request from Redemption Academy regarding students participating in athletics at Sunbright has been previously addressed. Redemption is not a home school, it is a school. In order for a student to participate from another school, a Co-Op program would have to exist. The key to this is that Redemption would have to become a member of TSSAA in good standing. In this case, they declined to do so.

A school system will have to approve a policy that will allow students who are not enrolled in a school to participate in athletics. Several schools are in fact adopting policies that do not allow student to participate who are not enrolled in their schools.

This matter merits very thoughtful consideration. This topic was recently discussed in a meeting of the regional attendance supervisors in Knoxville. None of the systems represented had adopted a policy to allow home school students to participate in athletics. Some had already adopted a policy that would not allow home school students to participate. This topic will receive attention from a state-wide perspective at the Spring Attendance Conference in Murfreesboro April 13-15. Mr. Wilson plans to attend and will continue to collect information on this topic.

Recent newspaper article on this topic:

<http://www.tennessean.com/article/20110313/NEWS04/103130345/1970/TN-opens-doors-home-schooled-students>

TSBA POLICY INSIGHT

TSSAA Bylaw Change

The recent change in the Bylaws of the Tennessee Secondary School Athletics Association to permit homeschooled students to participate in TSSAA activities has created a great deal of confusion and controversy. These controversies will have to be resolved within TSSAA, with input from its member systems. TSBA has recommended, and continues to recommend, that systems abide by the TSSAA bylaws.

Part of the controversy regards an interpretation of the rule change that would require participation by homeschooled students. While some have read the bylaw change as requiring School Systems to permit them to try out for the teams, others, including attorney Chuck Cagle, state that the changes merely set preconditions on participation if the Board allows it.

Text of TSSAA Change

Members of the General Assembly have been gaining momentum every year in the movement to allow homeschooled students to participate in the athletic programs of public schools. In light of these mounting political pressures, TSSAA recently took a proactive approach in passing a new regulation. TSBA had a seat at the table as these lengthy discussions and debates were held on this controversial issue. In the end, it appeared much more appropriate that this issue be addressed through regulation, not state law. TSSAA's actions will ensure that every member school

INSIDE THIS ISSUE

TSSAA Bylaw Change	1
Text of TSSAA Change	1-2

Regardless, no one has interpreted this change to guarantee any student a place in an athletic program. Consistent with the history of Tennessee Schools, such places must be earned.

The addition to the policy is designed to protect the School System from liability in the event of injury either to the Home School student or caused by that student. Please ensure that the insurance is in place prior to any participation, including a try-out, by the Home School student.

Joel H. Moseley
Director of Policy & Staff Attorney
JMoseley@tsba.net

abides by the same regulations and standards.

Lee Harrell
Director of Govt. and Labor Relations
LHarrell@tsba.net

The following is the text of the Bylaw change, as it appears in the December 8, 2010, Legislative Council Minutes of the TSSAA, which can currently be found at:
<http://www.tssaa.org/LegislativeCouncil/actions/lcminutes20101208.htm>.

A home schooled student wishing to participate in extracurricular athletics at a member school shall be eligible if the following qualifications are met:

1. The student shall be enrolled in a home school study program in compliance with Section 49-6-3050(b)(1) and be registered with the local director of schools (or head of school, if a private school) by August 15 of the current school year.
2. The participating student must have a legal residence within the school district where he/she is registered, if registering with a public school. If registering with a private school, the student must have a legal residence within 20 miles of the private school and meet all tuition and financial aid requirements.
3. By August 15 of the school year, the parent or guardian must make application to the principal of the member school in which the home school athlete wishes to participate.
4. The home school athlete shall meet the same academic standards required of a member school student athlete to participate in the athletic program; however, the Director of Schools for public schools (or the head of school for private schools) in which a home school athlete wishes to participate shall work with the parent or guardian to ensure that the home school athlete is academically eligible. If a home school student's course of study does not include five (5) academic subjects, then the Director of Schools (or head of school, if a private school) and the parent shall develop an alternative measure of academic progress and submit the same to the TSSAA for approval. Proof of academic eligibility shall be provided by the member school to the TSSAA each semester.
5. The home school student must provide proof of basic medical insurance coverage and both independently secured catastrophic insurance coverage and liability insurance coverage which names the TSSAA as an insured party in the event the school's insurance provider does not extend coverage to students enrolled in home school programs. The insurance must be in place before the home school student practices or participates.
6. The LEA may impose a participation fee for each athletic sport in which a home school athlete wishes to participate. Such participation fee shall not exceed three hundred dollars annually for each sport and shall be paid in full prior to the first regular season contest. A home school student participating at a private school shall be subject to full tuition and financial aid rules.
7. The home school student must meet all other TSSAA eligibility requirements.
8. All eligibility issues may be appealed in accordance with the Bylaws of the TSSAA.
9. The home school athlete must adhere to the same standards of behavior, responsibility, performance, and code of conduct as other participants of the team.
10. This rule gives a home school athlete the opportunity to try out for a member school's athletic team. Ultimate decisions on the roster are left to the member schools and are not governed by the TSSAA. No student is guaranteed participation, but only the opportunity to try out for a position on the team, subject to the other provisions of this rule.

Tennessee School Boards Association

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date:
		Rescinds:	Issued:

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person or otherwise be discriminated against in any athletic program of
3 the school. Equal athletic opportunity shall be provided for members of both sexes.¹
4

5 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
6 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
7 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/
8 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is
9 approved by the Board, provided the team's school reimburses the Board for mileage.
10

11 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
12 of secondary athletics.²
13

14 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
15 provide proof of independently secured catastrophic coverage, and liability coverage, with the school
16 system as a named insured, of not less than the limits set forth in Tenn. Code Ann. § 29-20-403.³
17

18 There shall be a complete annual physical examination of every student prior to his/her participation in
19 interscholastic athletics.⁴ Cost of the examination shall be borne by the parent or guardian of the student.
20 These records shall be on file in the principal's office. It shall be the responsibility of the parent(s) or
21 guardian to provide health and hospitalization insurance for all students participating in interscholastic
22 athletics.
23

24 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
25 group of students for the purpose of permitting them to practice or play baseball, football, basketball
26 or any similar game within the regular school hours of any school day of the week without written
27 permission from the Board. This does not prevent the inclusion of regular physical training lessons in
28 the daily school program.⁵
29
30
31

32
33

Legal References:

- 34
35 1. Title IX, Education Amendment of 1972,
20 U.S.C. § 1681, et seq. ; 34 CFR § 106.41
36 2. TRR/MS 0520-1-2-.08(1)
37 3. Tenn. Code Ann. § 29-20-403(b)(4)
38 4. TRR/MS 0520-1-3-.08(2)(b)
39 5. Tenn. Code Ann. § 49-6-1002
40
41

MORGAN COUNTY SCHOOLS
Wartburg, Tennessee
MORGAN COUNTY BOARD OF EDUCATION
REGULAR MEETING – March 7, 2011
Conference Room – Central Office
6:30 p.m.

MEMBERS PRESENT: Terry Armes, Randy Harlan, Glen Moore, Richard Spurling, Wendy Collins, Paul Hudson

1. Prayer

2. Pledge

3. "Good News" - Report from Central Elementary (Jamie Pemberton, Principal)

4. Agenda

Motion was made by Randy Harlan to accept agenda as presented. Seconded by Glen Moore. Motion carried.

5. MCEA

Motion by Randy Harlan to approve a MCEA resolution that supports collective bargaining for all teachers. Seconded by Wendy Collins. Motion carried.

Discussion: Margaret Morgan informed the Board she had received 24 applicants interested in joining the newly created support sick bank. Also, she invited all to the March 17 negotiations meeting.

6. Audience Participation

Amy Crabtree, parent of Kelsey, approached the board concerning a middle school coaching decision. Ms. Crabtree told the board she believes Dr. Joe Miller, Middle School Girl's Basketball Coach, punished her daughter before rules were in effect. Ms. Crabtree informed the board she did not approve her daughter being punished in front of the team for sexual harassment (patting team members for a "good job"). Amy is requesting the Board instruct Dr. Miller to apologize to her daughter.

The Board informed Ms. Crabtree that policy requires such a request to be put in writing to the Director of Schools for his decision before they could take any action.

7. Consent Agenda

- 7.a. Approval of Minutes-Regular Meeting of Feb. 7, 2011
- 7.b. Approval of Minutes - Special Meeting January 13, 2011
- 7.c. Coalfield FBLA Trip to State Convention in Chattanooga (April 3-6)
- 7.d. Workshop - Monday, March. 28, 2011 6:30 p.m. @ Oakdale School
- 7.e. Regular Board Meeting - April 4, 2011, 6:30 p.m. @ Central Office

Motion was made by Randy Harlan to approve the consent agenda. Seconded by Richard Spurling. Motion carried.

8. Budget Amendments

Motion was made by Wendy Collins to approve budget amendments as presented. Seconded by Paul Hudson. Motion carried.

Roll Call

Terry Armes	Yes
Randy Harlan	Yes
Glen Moore	Yes
Richard Spurling	Yes
Wendy Collins	Yes
Paul Hudson	Yes

9. Review bids for current Transportation/Maintenance Buildings and Property

No bids received.

10. Consider MCEA Insurance Request

Motion was made by Randy Harlan to accept MCEA's request to correct the employee deduction for 2-teacher family insurance and to reimburse these employees for insurance overpayments made during 2010-2011. Seconded by Paul Hudson. Motion carried.

Terry Armes recommended a release agreement be developed stating all parties agree to a 1-year reimbursement (2010-11 school year) settlement for overpayment of insurance premiums to be signed by a MCEA representative.

11. Bid Update - Mowing and Sunbright awning bid openings - March 10th

Discussion: Mr. Harlan suggested adjusting mowing bid specifications to add contracting for 3 years or up to 5 years. Also, suggestions were made to require background checks for contracted personnel and to check on workman comp liability. No action taken at this time.

12. Discussion of make-up plan for missed day(s) due to snow

Motion was made by Paul Hudson to add May 27 as the last day of school to make up for a missed day due to snow. Seconded by Glen Moore. Motion carried.

13. Policy Revisions-Administrative Procedures

13.a. TSBA Policy Packet-Section IV-Instructional Services

13.b. Revision of Head Lice policy - 2nd Reading

13.c. Grading policy change - Set percentage of final grade for TCAP score (15-25%) 2nd reading

13.d. 5.3022 - Sick Leave Bank for Support Staff (Corrections)

13.e. 5.117 - Procedure for Granting Tenure - Revision (1st Reading)

13.f. Policy 1.703 - School Attendance Areas (Discussion of Bus Routes-Petit Lane and Adjoining Roads) Committee Recommendation

13.g. GCRI - Support Personnel Longevity Pay (Administrative Procedures)

Motion was made by Randy Harlan to approve TSBA policy packet-Section IV on first reading as presented. Seconded by Wendy Collins. Motion carried.

Motion was made by Randy Harlan to approve the revision of Head Lice Policy and Grading policy change, setting 15% as the final grade percent on the TCAP score on second reading. Seconded by Paul Hudson. Motion carried.

Motion was made by Randy Harlan to approve the revision to the sick leave bank for support staff policy also to change initial participant requirement to 25. Seconded by Glen Moore. Motion carried.

Motion was made by Randy Harlan to approve revision to procedure for granting tenure on 1st reading. Seconded by Richard Spurling. Motion carried.

Bus routes-Petit Lane and adjoining roads were discussed. Dr. Diden suggested having an open meeting with parents at some future date if changes are made. Requiring students to ride bus and attend Petros Joyner School could affect 20 to 22 students. Further study and discussion is needed. No action at this time.

14. Director's Performance Contract Report/Announcements

14.a. Monthly Financial Report

14.b. Teacher Effectiveness Data; FTTT Scope of Work

14.c. Update on Literacy Program - Judy Hurst, Kathy Carroll, Curriculum Coaches

14.d. Report on Adjustments to After-School Program - Judy Hurst

14.e. Update - Work on new Maintenance & Transportation facility

14.f. 2011-12 Budget - Next board workshop Tuesday, March 15th 6:00pm @ Central Office

Curriculum Coaches presented the Board with impressive testing data showing significant improvement in student literacy in elementary grades.

Judy Hurst updated the board concerning changes made to the After School Program.

15. Adjourn

15.a. Workshop - Monday, March 28, 2011 6:30 p.m. @ Oakdale School

15.b. Regular Board Meeting - April 4, 2011 6:30 p.m. @ Central Office

Motion was made by Randy Harlan to adjourn at 8:05 p.m. Seconded by Glen Moore.

Chairperson

Superintendent

- Notify Booked By
- Notify Contact
- Notify Driver

Created Date 3/15/2011 3:02 PM

Trip State Inactive

Trip Name Coalfield Softball Tournament Trip

Trip Destination Franklin, TN

Trip Package -- Select Trip Package -- View Trip Package

Location Coalfield

Organization High School Softball

One Way Round Trip

Departure Date 4/15/2011 Return Date 4/16/2011

Driver Departure Time Driver Return Time

Trip Departure Time 10:00 AM Trip Return Time 8:00 PM

Participant Drop Off Time Participant Pick Up Time

Destination Arrival Date Destination Departure Date

Destination Arrival Time Destination Departure Time

Note: One-way trips without a defined destination arrival date and time will not be calculated into the driver's weekly hours booked.

Driver Start Location Driver End Location

Participant Drop Off Location Participant Pick Up Location

Estimated Round Trip Mileage 0

Trip Contact

[Back To Top](#)

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

First Name Jenifer Last Name Laurendine Email laurendinej@mcsmail.net

Phone 8654357332 Pager Cellular 8658508523

Attendees

[Back To Top](#)

Faculty

[Back To Top](#)

No estimates were submitted with this request.

- Add Vehicle Estimate
- Add Driver Estimate
- Add Purchase Estimate
- Add Vendor Estimate

Transportation

[Back To Top](#)

Assigned Drivers

Select Driver · [Auto Assign Driver](#)

<input type="text"/>	Driver Name	Phone	Email
----------------------	-------------	-------	-------

No Record Found.

Assigned Vehicles

Select Vehicle

<input type="text"/>	Vehicle Number	Capacity
----------------------	----------------	----------

No Record Found.

Assigned Vendors

Select Vendor

<input type="text"/>	Vendor Name	Contact Name	Phone Number
----------------------	-------------	--------------	--------------

No Record Found.

Actual Costs

[Back To Top](#)

- Add Vehicle Transaction
- Add Driver Transaction
- Add Purchase Transaction
- Add Vendor Transaction

1 - 0 of total 0 listed

	Date	Type	Description	Unit Cost	Quantity	Total
--	------	------	-------------	-----------	----------	-------

No Record Found.

Total Vehicle Cost						\$0.00
Total Driver Cost						\$0.00
Total Purchase Cost						\$0.00
Total Vendor Cost						\$0.00
Grand Total						\$0.00

Scheduled Stops

[Back To Top](#)

Current List of Scheduled Stops

[Add Scheduled Stop](#)

<input type="text"/>	Description	Notes
----------------------	-------------	-------

No Record Found.

Approval

[Back To Top](#)

Current [Armes, David](#)

Route To

Approval Process	Date Approved	Approved By	Note
	3/15/2011 3:12:00 PM	Bennett, Bob	
			jennifer, Since the trip is overnight, it must be

Jenifer Laurendine	▲
Paula Melhorn - Parent	▬
Cristi Meredith - Parent	▼

Supervising Adults

Jenifer Laurendine - Head Coach	▲
Tabitha Davis - Assistant Coach	▬
Michael Laurendine - Assistant Coach	▼

<input checked="" type="checkbox"/> Number of students	<input type="text" value="18"/>	Cost per student	<input type="text" value="72.00"/>
Number of adults	<input type="text" value="4"/>	Cost per adult	<input type="text" value="72.00"/>
Totals Attendees	<input type="text" value="22"/>		

Categorization

[Back To Top](#)

Budget Code

Recommended Min Age Recommended Max Age

Educational Objective

Notes

[Back To Top](#)

Special Needs and/or Trip Requirements

Driving Directions

Required Services

[Back To Top](#)

Transportation Type

Food Services	Service Description
<input type="checkbox"/> Cafeteria	No of meals: <input type="text"/> <input type="checkbox"/> Yes, cancel meals <input type="text"/>
<input type="checkbox"/> Food Services	No of meals: <input type="text"/> <input type="checkbox"/> Yes, cancel meals <input type="text"/>
<input type="checkbox"/> Lunch to Go	No of meals: <input type="text"/> <input type="checkbox"/> Yes, cancel meals <input type="text"/>

Estimate Costs

3/16/2011 2:54:00 PM	Lane, Wanda	approved by the board. I will have it placed on the board workshop for March 28th. Wanda Lane
----------------------	-------------	---

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Morgan County School District



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Trip Request Shortcut

<input type="checkbox"/> Add New Trip	<input checked="" type="checkbox"/> Booking Details	<input type="checkbox"/> Attendees	<input type="checkbox"/> Categorization
<input checked="" type="checkbox"/> Required Services	<input type="checkbox"/> Scheduled Stops	<input checked="" type="checkbox"/> Costs	<input type="checkbox"/> Transportation Information
<input type="checkbox"/> Approvals	<input type="checkbox"/> Print Trip Details	<input type="checkbox"/> Print Driver Ticket	<input type="checkbox"/> Print Trip Directions
<input checked="" type="checkbox"/> Renew Trip			

Quick Links

- [Trip List](#)
- [Process New](#)

Legend: • Indicates required information.

Record saved successfully.

Booked By

First Name

Last Name

Email

Phone

Pager

Cellular

Booking Details

[Back to Top](#)

Trip ID

Status

- Notify Booked By
- Notify Contact
- Notify Driver

Created Date 2/21/2011 11:46 AM
 Trip State Inactive
 Trip Name State Leadership Conference
 Trip Destination Nashville
 Trip Package -- Select Trip Package -- View Trip Package
 Location Wartburg High School
 Organization FCCLA

One Way Round Trip

<input checked="" type="checkbox"/> Departure Date	4/19/2011	<input checked="" type="checkbox"/> Return Date	4/21/2011
Driver Departure Time		Driver Return Time	
<input checked="" type="checkbox"/> Trip Departure Time	7:00 AM	<input checked="" type="checkbox"/> Trip Return Time	6:00 PM
Participant Drop Off Time		Participant Pick Up Time	
Destination Arrival Date		Destination Departure Date	
Destination Arrival Time		Destination Departure Time	

Note: One-way trips without a defined destination arrival date and time will not be calculated into the driver's weekly hours booked.

Driver Start Location		Driver End Location	
Participant Drop Off Location		Participant Pick Up Location	
Estimated Round Trip Mileage	0		

Trip Contact

[Back To Top](#)

Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Email
Tammy	Howard	howardt@mcsmail.net
Phone	Pager	Cellular

Attendees

[Back To Top](#)

Faculty

Tammy Howard

Supervising Adults

Wendy Collins, Michelle Adkisson,
Melanie Goodman

Number of students

21

Cost per student

0.00

Number of adults

4

Cost per adult

0.00

Totals Attendees

25

Categorization

Back To Top

Budget Code

-- Select Budget --

Recommended Min Age

Recommended Max Age

Educational Objective

TLW compete in STAR Events.
TLW gain leadership skills by
attending various workshops

Notes

Back To Top

Special Needs and/or
Trip Requirements

We will be taking rental vans,
not "walking", but I thought that was
my best option.

Driving Directions

Required Services

Back To Top

Transportation Type

Walking

Food Services	Service Description
<input type="checkbox"/> Cafeteria	No of meals: <input type="text"/> <input type="checkbox"/> Yes, cancel meals <input type="text"/>
<input type="checkbox"/> Food Services	No of meals: <input type="text"/> <input type="checkbox"/> Yes, cancel meals <input type="text"/>
<input type="checkbox"/> Lunch to Go	No of meals: <input type="text"/> <input type="checkbox"/> Yes, cancel meals <input type="text"/>

Estimate Costs

[Back To Top](#)

No estimates were submitted with this request.

- Add Vehicle Estimate
- Add Driver Estimate
- Add Purchase Estimate
- Add Vendor Estimate
- Transportation**

[Back To Top](#)

Assigned Drivers

Select Driver · [Auto Assign Driver](#)

	Driver Name	Phone	Email
--	-------------	-------	-------

No Record Found.

Assigned Vehicles

Select Vehicle

	Vehicle Number	Capacity
--	----------------	----------

No Record Found.

Assigned Vendors

Select Vendor

	Vendor Name	Contact Name	Phone Number
--	-------------	--------------	--------------

No Record Found.

Actual Costs

[Back To Top](#)

- Add Vehicle Transaction
- Add Driver Transaction
- Add Purchase Transaction
- Add Vendor Transaction

1 - 0 of total 0 listed				First	Previous	Next	Last
	Date	Type	Description	Unit Cost	Quantity	Total	

No Record Found.

Total Vehicle Cost						\$0.00	
Total Driver Cost						\$0.00	
Total Purchase Cost						\$0.00	
Total Vendor Cost						\$0.00	
Grand Total						\$0.00	

Scheduled Stops

[Back To Top](#)

Current List of Scheduled Stops

[Add Scheduled Stop](#)

	Description	Notes
--	-------------	-------

No Record Found.

Approval

[Back To Top](#)

Current [Armes, David](#)
Route To

Approval Process	Date Approved	Approved By	Note
	3/7/2011 5:19:00 PM	Davis, Dallas	
			Tammy, this will have to be approved by the board

3/8/2011 9:09:00 AM	Lane, Wanda	due to the overnight trip.I will see that it is on the agenda for the workshop March 28th.
---------------------	-------------	--

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MORGAN COUNTY SCHOOLS

Request for Field Trip Approval

Jessica Mee Grade 9-12 Subject Area Business
(Name of teacher)

requests permission to take 11 students in her/his classroom. Who will have written permission from their parents to _____

FBhA State Competition in Chattahoochee (Convention center)
(Name of place you intend to visit)

Proposed date of trip: April 19-21, 2010

Objectives of trip (should correlate with teaching objectives): _____

How will cost of trip be financed? students, CTE

What arrangements will be made for substitute teacher for your students who are left at school?
sub lesson plans will be left for each day

The means of transportation will be: Bus - ~~none~~ will be riding with Oakdale

Name or names of bus drivers: _____

Names of parents who will help supervise students on this trip: Rebecca Owens

Time of departure: 4/19 - 8:00 Time of arrival back: 4/21 - 3:00

Signature of teacher requesting approval: _____

Jessica Mee

Approval of Principal: Bob Bennett

3-29-10
Pending Board Approval

Morgan County Schools
Request for Field Trip Approval

file

Darlene Headrick Name of Teacher Grade 9-12 Subject Area (s) Business Technology

Request permission to take 8 students who will have written permission from their parents to Convention Center - Chattanooga, TN
Name of Place (s) you intend to visit

Proposed date of trip: April 19-21, 2010

Objectives of Trip (Should correlate with teaching objectives):

- FBLA State Conference
1. Compete in business-related activities.
 2. Leadership Workshops.

How will cost of trip be finance? Vocational money and donation

What arrangements will be made for substitute teacher for your students who are left with at school? Substitute - Official

The means of transportation will be bus (traveling with Coalfield)

Name (s) of bus driver (s): Billy Nichols

Names of parents (or staff) who will help supervise students on this trip: _____

Time of departure: April 19 - 8:00 a.m.

Time of arrival back: April 21 - 1:00 p.m.

Signature of teachers requesting approval: Darlene Headrick

Approval of Principal: Diana Smith

Janda Lane 3-16-10
Pending Board Approval

March 28, 2011

To: Board Members and Director
Morgan County Board of Education
Morgan County (TN) School System
136 Flat Fork Road
Wartburg, TN 37887

From: John Jones
Secondary Sciences/ Extended Contracts
Sunbright School
PO Box 129
Sunbright, TN 37872

Re: Request to take students out of state

Dear Board Members and Director of Schools,

I request your permission to take some students across state lines on some of the trips I am planning for the months of April, May, and June of this year. The locations that we would be at risk of crossing the state line would be at Cumberland Gap (Kentucky, Virginia), Copper Basin (North Carolina, Georgia), Chattanooga Area (Georgia, Alabama), and The Great Smoky Mountains National Park (North Carolina).

Transportation for the trips will be by private vehicle with private funds. Dependable adult drivers will be used. No student drivers will be used. The vehicles used will be insured to the level required by board policy.

The trips will be taken at non-school hours. There may have to be overnight stays on some trips. Chaperones will be provided and will be gender appropriate. The number of students will probably not exceed ten students unless there is unusual interest in a unique venue. Proper notification will be given to the school's and central office's administration when a trip is undertaken. A proper parent agreement form will be used for each trip.

Student cost will usually be the cost of food, and if there is an overnight stay the maximum cost for lodging would be \$10.00 per student per night.

Respectfully submitted,



John Jones
Secondary Sciences/Extended Contracts
Sunbright School
Sunbright, TN 37872

State of Tennessee
 Department of Education
 Report of School System/School Compliance
 Based on Tennessee Statutes and State Board of Education
 Rules, Regulations and Minimum Standards for
 Approval of Schools
 Grades PK-12

The Report of School System/School Compliance is one document used in the approval process. The listing in this report is not an all-inclusive listing of approval standards. Some regulations are monitored through other data sources such as the system calendar, teacher, student and class information. All data sources will be considered in the approval process.

I certify that the school system/school is in compliance with Tennessee statutes. I certify that the school system/school is in compliance with the State Board of Education rules and regulations except for those items listed below for which a compliance plan has been given.

School System/School Name: Morgan County

Director of Schools Signature: Edd Diden

Date of Board Approval: _____

Board Chair Signature: _____

AREAS OF NON-COMPLIANCE (List Rule Number)	PLAN FOR COMPLIANCE (State Plan With Time Lines)

(continued on page two)

<p>Please complete and mail only page one and, if necessary, page two. PUBLIC SCHOOL SYSTEMS AND NON-PUBLIC SCHOOLS</p> <p>MAIL TO: TENNESSEE DEPARTMENT OF EDUCATION OFFICE OF DATA SERVICES/SCHOOL APPROVAL 6TH FLOOR, ANDREW JOHNSON TOWER 710 JAMES ROBERTSON PARKWAY NASHVILLE, TN 37243</p>	<p>DUE DATE: March 15th 2011</p>
---	--

AREAS OF NON-COMPLIANCE	PLAN FOR COMPLIANCE

Cross, Sarah Shanks

Paperwork has been sent to the state.

License Number 000218205
 Out of Endorsement

Preliminary Report
Tennessee Department of Education

Deficiency Report
2010 - 2011

- Main Menu
- Print
- Logoff

Effective Date: 3/8/2011 11:35:15 AM

Exclude HQ Messages (click Show above to refresh)

Teacher Name	License Number	School Number	School Name	License Type/Endorsements Currently Held	Message	Course Number	Course Name	Total # of Classes Per Course	Endorsements Required for Course
CROSS, SARAH SHANKS	000218205	0030	Coalfield School	Lic 03(50)	Out of Endorsement..	5656	Culinary Arts I	3	(50,60) . (50,453) . (450,60) . (450,453) . (51,60) . (51,453)



(423) 369-3885
Principal
Diana Smith

Oakdale School

225 CLIFTY CREEK ROAD
P.O. BOX 9
OAKDALE, TN 37829



fax (423) 369-2821
assistant principal
Fred Snow

The Mission of Oakdale School Is To Create An Environment That Challenges Students To Be Responsible, Accountable and Productive Citizens.

March 24, 2011

Dr. Edd Diden
Director of Schools
136 Flat Fork Road
Wartburg, TN 37887

Dr. Diden:

I am requesting that Oakdale be allowed to have a basketball camp beginning June 13 – 17, 2011

If there are questions, please call me or email me.

Thank you for your attention to this request.

Sincerely,

Diana Smith
Principal

**Morgan County Schools
Transportation Department
David Armes Supervisor**

March 22, 2011

Dr. Edd Diden
Morgan County Board of Education

We take the 4-H every year to Greenville for summer camp. I know this has to be board approved but I need directions on whether to charge one or two dollars a mile. Two dollars a mile is really a big expense and one dollar a mile will cover fuel and wear and tear on the bus.

Thank you,

David Armes

A handwritten signature in cursive script that reads "David Armes". The signature is written in dark ink and is positioned to the right of the printed name "David Armes".

Morgan County
Courthouse, Room 207
P.O. Box 325
Wartburg, TN 37887-0325
Phone: (423)346-3000
(423)346-3009
<http://morgan.tennessee.edu>

March 18, 2011

Dear Mr. Armes

We would like to request the use of two school buses for the week of June 6-10, 2011 to transport 4-H members to 4-H camp in Greenville, TN. We hope that you can help.

Also, we would like to request the use of an additional bus the week of July 11-15, 2011 to transport Jr. High members to 4-H camp in Greenville.

The 4-H club will be glad to reimburse the school for mileage and pay for the drivers.

We appreciate you and the school board's support of the 4-H program in Morgan County. If you have any questions or need additional information please feel free to contact our office at (423) 346-3000.

Sincerely,



David K. Amonett

Extension Agent III/County Director

Morgan County



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
MORGAN COUNTY CORRECTIONAL COMPLEX
P.O. BOX 2000
541 WAYNE "COTTON" MORGAN DRIVE
WARTBURG, TENNESSEE 37887
TELEPHONE (423) 346-1300 FAX (423) 346-7821

MEMORANDUM

TO: Mike Davis
Superintendent – Morgan County School System

FROM: David R. Osborne
Warden

DATE: March 22, 2011

SUBJECT: **Mutual Aid Agreement**

I am requesting a Mutual Aid Agreement be established to allow our facility to utilize buses from the Morgan County School System, as available, to facilitate total evacuation of our inmate population, should the need arise. While it is highly unlikely that total evacuation should become necessary, we nevertheless need to be prepared for such an eventuality.

This agreement would only pertain to the buses – this facility would provide drivers and security personnel. You indicated that the school system has buses capable of transporting our inmate population. It should be understood that if for whatever reason the buses were unavailable, we would need to make other arrangements for transportation.

This agreement will be made a part of the Morgan County Correctional Complex Contingency Plan. Thank you for your assistance and cooperation in the matter.

Mike Davis
Superintendent – Morgan County School System

DRO:sdo

c: file
Bobby Walls, Deputy Warden
Rick Elmore, AW/O
Virginia Lewis, AWO/PR
Larenda McCormick, Fiscal Director
Emergency Operations Plan

**Morgan County Board of Education
 21st Century After School
 March 15, 2010
 Budget Amendment #86**

Debit: (Decrease)	141-71100-429-7017	\$7,460.00
Credit: (Increase)	141-71100-201-7017	\$1,750.00
	141-71100-204-7017	\$3,150.00
	141-71100-212-7017	\$100.00
	141-72210-163-7017	\$950.00
	141-72210-201-7017	\$350.00
	141-72210-204-7017	\$520.00
	141-72210-212-7017	\$90.00
	141-72710-201-7017	\$250.00
	141-72710-204-7017	\$200.00
	141-72710-212-7017	\$100.00

Debit: (Decrease)	141-71100-599-7017	\$3,650.00
Credit: (Increase)	141-72710-146-7017	\$3,650.00

Explanation:
 Adjust amounts that are needed in salary line items to cover expenses.

Edward L. Diden, Director of Schools	Date
--------------------------------------	------

Terry Armes, Board Chairman	Date
-----------------------------	------

**Morgan County Board of Education
G.P.
April 12, 2010
Budget Amendment #87**

Debit:			
	141-44170	(Miscellaneous Refunds)	\$1,000.00
Credit:			
	141-72210-355	(Travel)	\$1,000.00

Explanation:

Travel reimbursement received from Battelle for kids.
There are four teachers to receive \$250.00 each.

Teachers are:
Michael Smith, Karen Watson, Heath Snow, Billy Dennis.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
April 12, 2010
Budget Amendment #88**

Debit:			
	141-44530	(Sale of Equipment)	\$123.25
Credit:			
	141-72210-790	(Other Equipment)	\$123.25

Explanation:

Funds received as a result from the sale of surplus equipment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
April 12, 2010
Budget Amendment #89**

Debit:			
	141-44170	(Miscellaneous Refunds)	\$456.49
Credit:			
	141-72620-335	(Maintenance & Repair Services)	\$456.49

Explanation:

Funds received as a result of vandalism at Central High School.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
April 12, 2010
Budget Amendment #90**

Debit:		
141-76100-707	(Building Improvements)	\$14,957.00
Credit:		
141-82130-602- TBLDG (Principal on Notes)		\$11,687.00
141-82230-604-TBLDG (Interest on Notes)		<u>\$3,270.00</u>
	Total:	\$14,957.00

Explanation:

Budget adjustment to provide funds needed to make payment on the new transportation building.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
April 12, 2010
Budget Amendment #91**

Debit:			
46981	(Revenue)		\$22,100.00

Debit:			
141-72130-123	(Guidance Personnel)		<u>\$1,900.00</u>
		Total:	\$24,000.00

Credit:			
141-72130-309-SRO	(Support Services/Students)		\$24,000.00

Explanation:

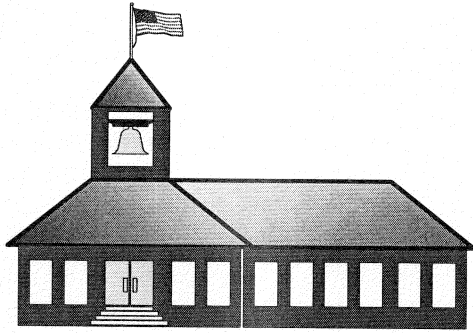
To adjust budget to pay SRO contracted with Sheriff's Department.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date



Morgan County Schools

136 Flat Fork Road

Wartburg, Tennessee 37887

Dr. Edward L. Diden - Director of Schools

Wanda Lane - Assistant Director of Schools

Central Office Phone: (423) 346-6214 FAX: (423) 346-6043

MEMORANDUM

TO: Board Members
FROM: Wanda Lane
DATE: April 12, 2011
SUBJECT: Math Adoption

Morgan County Schools has adopted the following Publishing Companies for the 2011-2012 Math Adoption.

PreK-5	Pearson
6-8	Glencoe
9-12	Pearson

Return by April 21 to:
Office of Textbook Services
Fifth Floor – Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0379

**Certification of Adoption
by
Local Board of Education**

The _____ Board of Education approved the
City, County or Special School District

adoption of the textbooks as indicated on the attached Local Adoption Report Abstract

during the meeting of the board on _____
Month, Day, Year

Date

Chairman, Board of Education

Date

Superintendent/Director of Schools



Mowing Bid

Company	Oakdale		Coalfield & Petros Joyner		Sunbright		Wartburg		Totals	
	2x/month	3x/month	2x/month	3x/month	2x/month	3x/month	2x/month	3x/month	2x/month	3x/month
Lawson Lawn Care	\$ 770.00	\$ 1,155.00	\$ 1,770.00	\$ 2,655.00	\$ 770.00	\$ 1,155.00	\$ 3,390.00	\$ 5,085.00	\$ 6,700.00	\$ 10,050.00
Rock Garden Landscape	\$ 500.00	\$ 750.00	\$ 2,000.00	\$ 2,900.00	\$ 900.00	\$ 1,275.00	\$ 3,500.00	\$ 5,250.00	\$ 6,900.00	\$ 10,175.00
Southern Lawn Works	\$ 1,040.00	\$ 1,560.00	\$ 1,976.00	\$ 2,964.00	\$ 1,144.00	\$ 1,716.00	\$ 3,224.00	\$ 4,836.00	\$ 7,384.00	\$ 11,076.00
Diversified Landscape Services, Inc	\$ 796.00	\$ 1,154.00	\$ 1,726.00	\$ 2,503.00	\$ 620.00	\$ 899.00	\$ 3,018.00	\$ 4,376.00	\$ 6,160.00	\$ 8,932.00
J & M Lawn Care	\$ 525.00	\$ 787.50	\$ 2,760.00	\$ 4,140.00	\$ 840.00	\$ 1,260.00	\$ 3,840.00	\$ 5,760.00	\$ 7,965.00	\$ 11,947.50
Lawn Care Service	\$ 1,000.00	\$ 1,500.00	\$ 1,800.00	\$ 2,700.00	\$ 700.00	\$ 1,050.00	\$ 2,500.00	\$ 3,750.00	\$ 6,000.00	\$ 9,000.00

A & A GLASS AND FRAMES, INC.

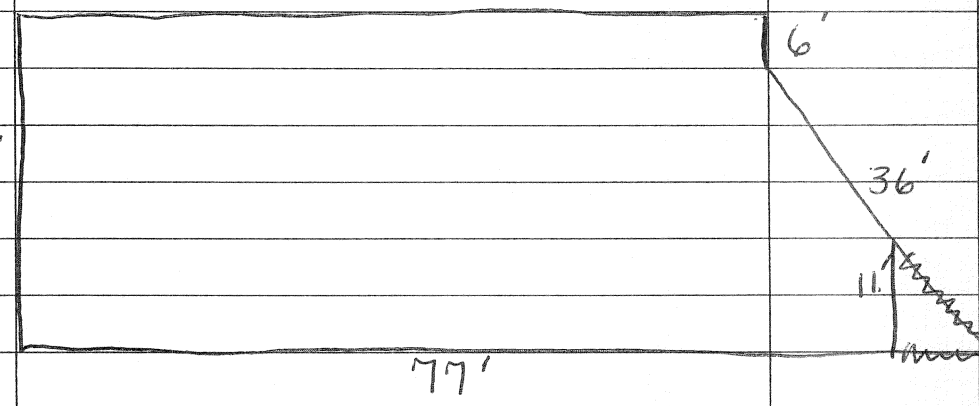
171 Executive Park Drive
 Clinton, TN 37716
 Phone: (865) 494-6700
 Fax: (865) 494-6707

Estimate Proposal

To: Morgan Co. Schools Job: Sunbright

Attn: _____

DESCRIPTION

	Furnish + install new aluminum canopy at front entrance	
		
		\$29,300 ⁰⁰

Notes:

Price Valid for (60) days

Date: 3-7-11

Signature: Sheila Archer

A & A GLASS AND FRAMES, INC.

171 Executive Park Drive
 Clinton, TN 37716
 Phone: (865) 494-6700
 Fax: (865) 494-6707

Estimate

Proposal

To: Morgan Co. Schools Job: Sunbright

Attn: _____

DESCRIPTION

	Furnish + install new aluminum canopy at side entrance		
	19' 2 1/2"		
43'	2'	50'	
			8'
			\$18300 ⁰⁰

Notes:

Price Valid for (60) days

Date: 3-7-11

Signature: Shirley Archer

MORGAN COUNTY BOARD OF EDUCATION

Summer School	Descriptor Code: 4.204	Issued Date:
----------------------	---	---------------------

1 Summer schools shall be organized and operated as a part of the public school program, shall be
2 under the control and management of the Board, and shall comply with rules and regulations of
3 the State Board of Education.¹

4
5 The summer school program, subject to annual approval by the Board, shall provide opportunities
6 for remedial instruction at the elementary level, review and limited regular courses at the secondary
7 level, and special programs funded by the state and/or federal grants.

8
9 No class shall be taken for the first time during a summer school session unless the student has
10 **maintained a cumulative grade point average of at least 3.0 or its equivalent. Students who have a**
11 **cumulative grade point average of at least 2.0 or its equivalent may take courses required for**
12 **graduation for the first time during a summer school session upon** the recommendation of the
13 principal of the school which the student regularly attends.

14
15 No more than two (2) units shall be earned during any summer school
16 session.

17
18
19 All summer school classes shall meet on school property, and any exceptions must be approved by
20 the Board. The library, laboratories, and other facilities shall be made available to all students
21 enrolled in the summer school program.

22
23 The Board shall annually determine the tuition
24 rates.²

25
26
27 **Three (3) unexcused absences in any course offered during summer school renders a student**
28 **ineligible to receive credit in that course.**

29
30 **Absences shall be classified as either excused or unexcused as determined by the principal or**
31 **his/her designee. Excused absences shall include:**

- 32
33 **1. Personal illness;**
34 **2. Illness of an immediate family member;**
35 **3. Death in the family;**
36 **4. Extreme weather conditions;**
37 **5. Religious observances; and**
38 **6. Circumstances which in the judgment of the principal or his/her designee create**
39 **emergencies over which the student has no control.**

40
41
42 Legal Reference:

- 43
44 1. TRR/MS 0520-1-3-.03(7)(a)
45 2. TCA 49-6-3003

MORGAN COUNTY BOARD OF EDUCATION

FIELD TRIPS AND EXCURSIONS

Descriptor
Code:
4.302

Issued Date:
8/30/2010

Field trips designed to stimulate student interest and inquiry and to provide opportunities for social growth and development are considered appropriate extensions of the classroom.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to summarize the experience at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selecting field trips:

1. Value of the activity to the particular class group or groups;
2. Relationship of the field trip activity to a particular aspect of classroom instruction;
3. Suitability of the activity and distance traveled in terms of the age level;
4. Mode and availability of transportation, and
5. Cost.

The following guidelines shall be followed in planning and conducting field trips and excursions:

1. Any teacher desiring to take a group of students on an educational field trip must obtain advance approval of the principal;
2. The trip must have a definite purpose and reflect careful planning. Students should be prepared by general class discussion and/or research;
3. If bus transportation is required, the principal or his/her designee shall make the necessary arrangements. Additionally, the principal is not to approve such a field trip, unless he/she has verified that bus transportation is available.
4. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent;

5. Educational trips and chaperones must be approved by the principal and the superintendent in advance. These groups must be accompanied by at least one regular staff member and others

FIELD TRIP AND EXCURSIONS - Page 2

from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away. There must be at least one female and one male chaperone if the trip is for a mixed group;

6. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity;
7. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or superintendent. An emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.
8. Any school-sponsored trip not meeting the “educationally beneficial” criteria as defined in this section must have prior approval of the superintendent or his/her designee;
9. Any school-sponsored trip which is out-of-state or overnight must have prior approval by the Board.
10. The Morgan County Fair is an approved field trip if all guidelines herein are met.
11. Field trips are limited to two per school year. This includes in-county trips, unless it is a walking field trip within the immediate vicinity of the school and community. Also, a field trip to the Morgan County Fair shall not count on the two trip limit. Any additional trips to be approved by the Board.
12. If bus transportation is needed for an out-of-state trip, chartered buses or other transportation consistent with board policy must be used.
13. School buses may only be used if both the bus and driver are available, and the trip does not interfere with the regular bus transportation schedule.

MORGAN COUNTY BOARD OF EDUCATION

Class Ranking	Descriptor Code: 4.602	Issued Date:
----------------------	---	---------------------

1
2
3 **Class Ranking is defined as a mathematical summary of a student's academic record as compared**
4 **with other students in his/her class.**

5
6 Students must be enrolled full time at the home base school to be eligible for ranking among **all** top
7 high school seniors.

8
9 All grades earned in grades 9, 10, 11, and the first semester of grade 12 will be counted toward the
10 grade point average and the rank in class. To become valedictorian or salutatorian, a student must
11 be enrolled in the high school at least four (4) of the seven (7) semesters preceding the final
12 semester. The final semester will not be used in determining class standing. GPA (Grade Point
13 Average) is based on a four-point scale [4.0 = A, 3.0 = B, 2.0 = C, 1.0 = D, Below 1.0 = F] carried
14 out to three (3) decimal points.

15
16 Honor roll students will be determined by standards approved by the Board. Students who meet
17 these standards, and who do not request otherwise, will have their names submitted to the principal
18 for release to the news media.

19
20 Each school department or club who presents honors or awards or conducts contests will file with
21 the principal the name of the honor, award, or contest; the basis for selection of the award and
22 honor; the method of participation; and the reason for the contest.

23
24 This section of the policy applies to incoming Freshman (9th grade) for 2010-2011 school year:

25
26 The senior(s) with the highest Grade Point Average (GPA) with highest ACT composite score will
27 be the valedictorian. A super composite will not be considered. The 1st semester senior year ACT
28 exam would be the last considered. The senior(s) with second highest (GPA) and (ACT) score will
29 be the salutatorian.
30
31

Morgan County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date:
		Rescinds: IHF	Issued: 08/04/03

1 To meet the requirements for graduation, a student shall have attained an approved attendance, conduct
2 and subject matter record which covers a planned program of education, and such record shall be kept on
3 file in the high school.

4
5 The program of studies shall include areas and content in these areas within State Board of Education
6 Regulations and shall be flexible enough to facilitate progress from one stage of development to another,
7 thus providing for more effective student adjustment.

8
9 The pattern of courses which shall be required of all students in grades nine (9) through twelve (12) shall
10 be in accordance with the Rules and Regulations of the State Board of Education and the Board of Educa-
11 tion.

12
13 **Requirements for students who entered the 9th grade prior to the 2009-2010 school year:**

14
15 Before graduation, every student shall [1] achieve specified units of credit; [2] pass the required compe-
16 tency tests or make passing scores on the required gateway tests (English II, Algebra I and Biology);¹ and
17 [3] an opportunity to take an exit exam to assess readiness for the work place or higher education. (ACT,
18 SAT or Work Keys).²

19
20 Special education students who successfully complete their Individualized Educational Program (IEP) and
21 pass the required competency test or the required gateway tests shall be awarded a regular diploma. If the
22 student does not attain a minimum score on the competency or gateway test, he/she shall be awarded a
23 special education diploma upon graduation.³

24
25 Students who have completed all graduation requirements will be awarded a regular diploma; students
26 who complete all graduation requirements but who have not passed the proficiency test will be awarded a
27 certificate of attendance.³

28
29 **Requirements for students entering the 9th grade during the 2009-2010 school year forward:**

30
31 Before graduation, every student shall [1] achieve specified units of credit; [2] take the required end-of-
32 course exams;¹ [3] have satisfactory records of attendance and conduct, and [4] take a series of three (3)
33 examinations, administered each at the 8th, 10th and 11th grades.⁴

34
35 **SPECIAL EDUCATION STUDENTS⁵**

36
37 The high school diploma will be awarded to students who [1] earn the specified 22 units of credit, and [2]
38 have satisfactory records of attendance and conduct.

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A transition certificate may be awarded to students with disabilities who have: [1] taken classes toward a high school diploma (22 units of credit), [2] have satisfactorily completed an individualized education program, and [3] have satisfactory records of attendance and conduct. Students who obtain the transition certificate may continue to work towards the high school diploma through the end of the school year in which they turn twenty-two years old.

An IEP certificate will be awarded to students with disabilities who have [1] satisfactorily completed an individualized education program, [2] successfully completed a portfolio, and [3] have satisfactory records of attendance and conduct.

STUDENT LOAD

All students in grades nine (9) through twelve (12) shall be enrolled each semester in subjects that will allow them to graduate within those Four (4) years. Hardship or gifted cases may be appealed by the student to the director of schools with further appeal to the Board.⁶

Legal References:

1. TCA 49-6-6001;TRR/MS 0520-1-3-.06
2. TRR/MS 0520-1-3-.06(d)(3)
3. TRR/MS 0520-1-3-.06(1)(d)
4. Tenn. Code Ann. § 49-5-6001(2)(d)
5. TRR/MS 0520-1-3-.06(2)(a)
6. TRR/MS 0520-1-3-.03(6)

Cross References:

- Basic Curriculum Program 4.201
- Class Ranking 4.602

MORGAN COUNTY BOARD OF EDUCATION

Student Equal Access (Limited Public Forum)	Descriptor Code: 4.802	Issued Date: Review: Annually, in November
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2 Before the beginning or after the end of a school day, students in grades 9 through 12 may initiate
3 non-curriculum-related meetings regardless of the religious or political nature of the meetings.^{1,2,3}

4
5 No funds shall be expended by the school for any such meeting beyond the incidental cost
6 associated with providing meeting space. Groups meeting under this policy shall be required to pay
7 a reasonable fee for compensating school personnel in the supervision of the activity.

8
9 No student may be compelled to attend or participate in a meeting under this policy.

10
11
12 A student or a group of students who wish to conduct a meeting under this policy must file an
13 application with the principal at least three days prior to the proposed date.

14
15 The principal shall approve the meeting if from the application he determines that:

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18 1. The meeting is voluntary and student-initiated;
- 19
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21 2. There is no sponsorship of the meeting or its content by the school, the government or its
22 agents or employees;
- 23
24
25 3. The meeting will not materially and substantially interfere with the orderly conduct of the
26 school's educational activities or conflict with other previously scheduled meetings;
- 27
28
29 4. Employees of the district are to be present in a non-participatory monitoring capacity;
30 however, no employee shall be required to attend in this capacity if the content of the meeting
31 is contrary to the beliefs of the employee; and
- 32
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34 5. Nonschool persons will not direct, control or regularly attend.

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43 Legal References:

- 44 1. 20 U.S.C.A § 4071
- 45 2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
- 46 3. TCA 49-6-2904

47
Cross References:

- Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

MORGAN COUNTY BOARD OF EDUCATION

Recognition of Religious Beliefs, Customs & Holidays

Descriptor Code:
4.805

Issued Date:

No religious belief or non-belief shall be promoted by the school system or its employees, and none shall be belittled. All students and staff members shall be tolerant of each other's views. The school system shall use its opportunity to foster understanding and mutual respect among students and parents, whether it involves race, culture, economic background or religious beliefs.¹ In that spirit of tolerance, students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.

RELIGIOUS HOLIDAYS

Observance of religious holidays² shall be as follows:

1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools;³
2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination;
3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;
4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. These holidays include Christmas, Easter, Passover, Hanukkah, St. Valentine's Day, St. Patrick's Day, Thanksgiving and Halloween; and
5. The school district's calendar shall be prepared so as to minimize conflicts with religious holidays of all faiths.

Legal References:

1. TCA 49-6-2901 through 2906
2. *Flore v. Sioux Falls*, 619 F. 2d 1311 (1980);
Washegesic v Bloomindale Public Schools 813 F. Supp. 559 (1993)
3. TCA 49-6-3016

MORGAN COUNTY BOARD OF EDUCATION

Procedure for Granting Tenure	Descriptor Code: 5.117	Issued Date:
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1 The Board of Education will grant tenure only to those teachers who can present documentation of a
2 record of excellence as a teacher and who are determined by State guidelines to be considered a “highly
3 qualified” teacher or those making appropriate progress toward achieving that status. The director of
4 schools is responsible for documenting and presenting the recommendation for tenure to the Board of
5 Education.¹

6
7 Documentation of a record of excellence in teaching must include:

- 8 1. Consistently high ratings on evaluations conducted by the principal and/or other evaluators
- 9 2. Specific evidence of effectiveness in teaching students (if appropriate):
 - 10 a) test scores, including, the annual estimate of teacher effect on student progress²
 - 11 b) narrative descriptions of specific examples of effectiveness with students
 - 12 c) letters from parents
- 13 3. Record of attendance for the last three years
- 14 4. Documentation of strongly favorable student response
- 15 5. Letter from the principal summarizing reasons for recommendation of tenure
- 16 6. Other indicators of effectiveness **including successful completion of an induction/mentoring**
17 **program. The teacher will present a portfolio to the Director of Schools by April 15. This**
18 **requirement will begin with the cohort of new hires for the 2011-12 school year.**

19
20 The following additional guidelines will apply:

- 21 1. The decision to grant tenure is solely within the discretion of the Board of Education.³
- 22 2. The director of schools will recommend persons eligible for tenure at a board meeting in ample
23 time for the director of schools to provide notice of non-renewal to each teacher not granted tenure
24 prior to **May 15** of the year of eligibility.⁴
- 25 3. Only those teachers who receive a majority vote of the membership of the Board will he granted
26 tenure.
- 27 4. Teachers who earn tenure will be honored by the Board in a special ceremony, either at a board
28 meeting or in some other special public event.
- 29 5. A teacher who is eligible for tenure, but tenure is denied, shall not be rehired beyond the contract
30 year.
- 31 6. No person who has been denied tenure by the Board of Education shall he employed in the school
32 system in any position which requires a license.

33 34 **Teacher Returning to Employment**

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36 A teacher who has attained tenure status in the school system and later resigns shall serve a one-year
37 probationary period upon on reemployment, unless the probationary period is waived by the Board upon
38 request of the director of schools. Upon completion of the one-year period, the teacher shall either be
39 recommended by the director for tenure or non-renewed. If tenure is not granted, the teacher cannot
40 continue in employment.³

42 Legal References:

- 43 1. Tenn. Code Ann. § 49-2-30 1 (b)(1)(J)
- 44 2. Tenn. Code Ann. § 49-6-606(a)
- 45 23, Tenn. Code Ann. § 49-2-203(1)
- 46 34. TCA 49-5-504

Morgan County Schools

1.703 – School Attendance areas

Committee Recommendations regarding policy 1.703 - School Attendance Areas

1. Petit Lane area will be served only by bus #27 (PJ bus); Bus #44 (Wartburg bus) will no longer travel this area.

Impact: Approximately 35 K-8 students who currently ride bus #44 will attend Petros Joyner School unless they provide their own transportation.

2. West end - Wartburg bus #45 will no longer pass Bart Woolum Rd.
Bus #24 (Sunbright) transports students to Sunbright School.

Impact: 13 students (Bus #45) currently attending Central High would not have bus transportation unless they go to Sunbright.

Committee: David Armes, David Treece, Ronnie Wilson, Edd Diden

Morgan County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date:
		Rescinds:	Issued:

1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
2 director of schools shall enforce these areas as established by the Board.¹
3

4 The primary considerations governing the establishment of a school attendance area are:
5

- 6 1. The educational opportunity afforded students;
- 7
- 8 2. The capacity of each school; and
- 9
- 10 3. The geographic location of each school in relationship to the surrounding student population.
11

12 Students who use the school bus service must attend the school in the zone in which they reside. Stu-
13 dents who use transportation other than the school bus service shall be permitted to attend any school
14 which is appropriate for their level.
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33 Legal Reference:

- 34 1. TCA 49-6-403(c)
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**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 1.703

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

X	Developed Sample
	District policy used
	Customize as indicated
	MANDATED BY LAW

49-6-403. Attendance and length of term. —

(c) Local boards of education shall designate the schools which the pupils shall attend.

Technology Acceptable Use & Internet Safety Guidelines

Purpose

Morgan County Schools provides students and employees access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance learners' ability to live and work in the 21st century.

- The purpose of these guidelines is to ensure that users recognize the procedures which the school imposes on their use of the MCS network (wired and wireless), MCS PODNet, the Internet, e-mail, and release of student information.
- They are provided to help understand what constitutes acceptable behavior with the use of technology.
- These rules and guidelines detail acceptable use of the networks, the Internet, and electronic information resources anywhere. All members of the MCS community (students and staff) are expected to comply with these standards.
- Due to the dynamic nature of technology, it is recommended that these guidelines be reviewed annually.

Electronic Resources:

These procedures are written to promote positive and effective digital citizenship among students and staff and are based on the four guiding principles of the Children's Internet Protection Act (CIPA): respect, privacy, sharing, and safety.¹

Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. They also recognize that expectations for student and staff behavior online are no different than face-to-face interactions.

Employee Compliance

All employees must comply with all MCS Board of Education policies—including the Access to Electronic Resources and this Technology Acceptable Use & Internet Safety Guidelines policy.

Student Compliance

All students must comply with all MCS Board of Education policies—including the Access to Electronic Resources and this Technology Acceptable Use & Internet Safety Guidelines policy. Students shall only attempt to make use of material or attempt to locate material which would be acceptable in a school setting. Students will be supervised by faculty during use of online resources.

Accessing the MCS Network

- Before any employee is allowed use of the MCS Network, that person shall sign a form that indicates his/her agreement to comply with the MCS Board policies Access to Electronic Resources and this Technology Acceptable Use & Internet Safety Guidelines policy. All employees agree to be bound by these policies even if no signed written form is on file.
- A written parental consent form shall be required prior to a student being granted access to the MCS Network and any electronic media involving district technology resources.
 - This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is withdrawn.
 - In order to rescind the agreement, the student's parent/legal guardian (or the student who is at least 18 years of age) must provide the director of schools with a written request.

- The required consent/agreement form indicates knowledge of and agreement to comply with the policies and procedures covered in the MCS Technology Acceptable Use & Internet Safety Guidelines and the MCS Access to Electronic Resources.

MCS Network Acceptable Use

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff participation in blogs, wikis, collaboration groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable network use by district students and staff includes but is not limited to:

- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- Attaching unauthorized equipment to the district network.
- Cyberbullying, insulting, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Damaging computers, computer systems, computer networks or any device on the network
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the Morgan County Schools Technology Coordinator;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Intentional misuse of resources;
- Liability or cost incurred by the district;
- Personal gain, commercial solicitation and compensation of any kind;
- Trespassing in another's folders, work, or files;
- Unauthorized access to other district computers, networks and information systems;
- Use of the network for commercial purposes;
- Using another's password or other identifier (impersonation);
- Using obscene or abusive language;
- Violation of copyright laws

Use of Personally-Owned Devices (PODs) in School

A personally owned device (POD) is a device that has the capability of connecting to a computer network (wired or wireless). A POD can be (but is not limited to) a camera, recorder, phone, player, game console, or computer with or without Internet capabilities. Such PODs may include (but are not limited to): CD/DVD players, iPads, iPods, MP3 players, tablets, game consoles, netbooks, laptop/notebook computers. PODS may be stored in backpacks, purses, or personal carry-alls.

Use by students in Grades PreK-K-8th

Students may possess PODs during the school day. However, the POD must be in the “off” mode and must be kept in a backpack, purse or similar personal carry-all and may not be used unless the principal or the principal’s designee grants a student permission to do so. The principal or teacher may specifically grant permission for a student to use a POD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

Use by students in Grades 9th through 12th

Students may possess PODs during the school day. The devices may be used on school grounds before 8:30 a.m. and after 3:30 p.m. They may also be used during lunch periods, and during class change times. At all other times the POD must be in the “silent” mode. The principal or teacher may grant a student permission to use a POD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

Violations

A POD used outside these parameters may result in confiscation of the POD until it can be released directly to the student’s parent or guardian. A student who possesses or uses a POD in violation of this policy is subject to related disciplinary action. Continued violation of this policy may result in loss of POD privileges. Additionally, students may lose POD privileges for any policy violation that is related to or is the result of the use of a POD whether or not the POD was used within the parameters of this policy.

MCS Wireless Network

Morgan County Schools offers wireless Internet access for personally owned devices (PODs) on all campuses within the district. This MCS PODNet Wireless Network operates alongside the MCS Wireless School Network and allows anyone with a wireless device to access the Internet on school grounds. The only difference between the two networks is that the MCS Wireless School Network allows access to all peripherals (including printers) and to files stored on network drives; MCS PODNet Wireless Network does not.

Each time a user accesses the MCS PODNet Wireless Network, that user agrees to the terms listed below:

1. Students and staff are expected to connect their PODs to the Internet via the MCS PODNet Wireless Network.
2. The MCS PODNet Wireless Network will provide filtered Internet access and related web-based services in compliance with the Children’s Internet Protection Act (CIPA).
3. MCS will not be held liable for any damage that may occur as a result of connecting to the MCS PODNet Wireless Network or any electrical power source.
4. MCS will not be held responsible for any physical damage, loss or theft of the POD.
5. PODs brought on school property may be subject to search.
6. PODs will only be allowed at designated locations and/or times.
7. MCS will not be obligated to provide support, maintenance, or repair of any POD.
8. Student use of PODs in the classroom setting will be at the discretion of the principal or teacher.
9. Persons connecting PODs to the MCS PODNet Wireless Network must have a compatible network card configured properly, and agree to maintain current anti-virus software enabled on their devices.
10. All activities while accessing the MCS Wireless School Network and the MCS PODNet Wireless Network are governed by the guidelines set forth in this policy and the Access to Electronic Resources policy.
11. MCS will not be obligated to supply electrical power access to power PODs where such access does not already exist.

12. Anyone bringing personal technology to school agrees to be responsible for and to reimburse MCS for any damage that they may cause arising out of and relating to the use of the MCS PODNet Wireless Network and his/her POD.

Internet Safety: Student Instruction, Staff Professional Development, Parental Involvement

- All students will participate in Internet safety instruction integrated into the district's instructional program in grades K thru 12.
- Internet safety professional development will be available to all teachers and administrators throughout the district.
- Outreach programs to families and community will be offered annually. Schools will use existing avenues of communication to inform parents about Internet safety.

Internet Safety: Student Supervision

- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- Although teachers will monitor student activity online and filtering software is in place in accordance with Children's Internet Protection Act (CIPA) regulations, it is the direct responsibility of students to comply with this acceptable use policy.

Internet Safety: Personal Information and Inappropriate Content

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If users encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority or IT staff member immediately.

Network Security

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- All staff passwords will be changed at the beginning of each school semester.
- Student passwords will be changed at the beginning of each school year.
- Do not use another user's account;
- Do not allow other user's access to your account;
- Keep your network password and other network account information confidential;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;

- The “remember password” feature of Internet browsers and other password-protected websites is a dangerous feature to use and should be avoided; and
- Lock the screen (“control, alt, delete” then “Enter”), or log off, if leaving the computer.

Any student who suspects that someone has discovered his/her password should notify his/her administrator or teacher who will then notify the network administrator to change it. Staff may change their network password at any time.

All network users may be monitored at any time by authorized personnel to assure compliance with these guidelines.

Saving Documents

Employees and students should save all documents to the network drive in their individual user’s folder. Do not save any applications to the network: only documents and data. Due to server storage limitations, any applications or executable files residing in your user directory will be deleted.

Any documents residing solely on your local computer are at risk. It is your responsibility to make sure important documents and data are saved to the network. All personal files on your computer(s) are solely your responsibility. This includes, but is not limited to: stored passwords, pictures, documents, or applications. In the event of a reload of the machine, either intentional or inadvertent, any locally stored data may be irretrievably lost. You are strongly encouraged to make and maintain regular backups of any data you choose not to store on your network drive.

Use of portable media devices (including mass storage devices) may be used to save class assignments given by a classroom teacher requires prior approval from the classroom teacher. Prior approval is needed for every use, on every occasion. Only data files may be transferred. Execution of programs from the portable media device is prohibited. In addition, portable media devices may not be used as bootable media. Portable media devices brought on school grounds may be subject to search.

E-Mail

For Staff

MCS has provided an e-mail system for the internal and external communication of employees and board members. Responsible and ethical use of the e-mail system is required. The e-mail system may not be used for personal gain, or political or religious views or in any illegal, offensive or unethical manner. The e-mail system is intended only for valid and legitimate MCS-related communication.

MCS does reserve the right to access any e-mail for any business purpose, and also for inspection for disciplinary or legal actions. Your e-mail may be accessed with or without your knowledge. Deleting messages from your e-mail account folders will not prevent the IT department staff from viewing all mail sent to or from your account.

All e-mail is filtered for content. Email containing offensive words or themes will not be delivered. The IT staff may contact the sender, the recipient, or both; in addition to any other relevant authorities.

No e-mail messages may be larger than 10 megabytes (10 mb).

For Students

As part of the technology curriculum, students may be issued an e-mail account for the purpose of completing school work. Accounts may include access to various Web 2.0 tools, including (but not limited to) blogs, chats, collaborative groups, social networking walls, and digital lockers. Instruction on safe and appropriate use will accompany the issuance of accounts and use of the Web 2.0 tools.

Student e-mail accounts (and associated Web 2.0 tool accounts) are filtered for content and monitored by authorized personnel. Students are not allowed to use the account to communicate outside of the educational system. Students must use appropriate language in all communications. The use of profanity, obscenity, and

offensive or inflammatory language is strictly prohibited and will result in disciplinary action. Students should have no expectation of privacy with regard to the content of data contained in the e-mail account or any Web 2.0 tool.

Viruses and Virus Protection

MCS IT Department will provide virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized IT personnel unless otherwise approved by the IT Department.

These procedures are designed to safeguard staff e-mail accounts:

- Open e-mail attachments **ONLY** from individuals you know.
- If you suspect an e-mail message may contain a virus, do not send that message to anyone.
- The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted.
- If you feel your computer may contain a virus, contact the IT Department immediately.
- There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the IT Department to make sure the virus is valid and not a hoax.
- Before forwarding reported virus "warnings," first check with the IT Department to make sure the virus is valid and not a hoax itself.
- Do not open any e-mail attachments from anyone you do not know.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Violations

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

¹ "Internet Connectivity and Technology Tools Duxbury Public Schools Acceptable Use Guidelines," Duxbury Public Schools, Massachusetts, <http://www.duxbury.k12.ma.us/documents/AUG9-8-10.pdf>, downloaded March 29, 2011, (Used with permission).

Access to Electronic Resources

Electronic Resources Introduction

The Morgan County School Board (MCSB) recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Morgan County School (MCS) district will provide students and employees access to a variety of electronic resources via its wired and wireless network, including the Internet. These resources are a powerful and compelling means for students to meet their fullest potential as they learn core subjects and to apply that knowledge in real-world situations to become productive members of our society.

It is the district's goal to provide students with rich and ample opportunities to use technology in relevant and rigorous ways in schools just as individuals do in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

This policy requires that users of this electronic network agree to abide by the MCSB policies, the MCS Technology Acceptable Use & Internet Safety Guidelines, and the stipulations of the Children's Online Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act (FERPA), and the Children's Internet Protection Act (CIPA) as well as laws pertaining to stalking and harassment. The policy is promulgated so as to be in compliance with the public records laws of the State of Tennessee.

Expectations of Use

Responsible use of the MCS technology resources is expected to be ethical, respectful, academically honest, and supportive of the school district's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space.

Network (Wired & Wireless)

The MCS Network includes wired and wireless computers, mobile devices, and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, webmail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network. Any connection to the MCS Network via district-owned devices or personally owned devices (PODs) is considered a part of the curriculum and is not a public forum for general use.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;

- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account and for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking." The intent to control unauthorized access is a violation of State and Federal law. Violators will be prosecuted.

No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation. Any encrypted or hidden files will be archived for further review and then deleted upon discovery with no warning. A log will be maintained of users having hidden or encrypted files associated with their network account. Further action may result.

Personal Student Information is Confidential

District staff must maintain the confidentiality of personal student information in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission.

Files stored on school computers and electronic networks are not private. Network and Internet access is a privilege, not a right and is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review, and store at any time and without prior notice, information about the content and all usage of the computer network and Internet access including transmitted and received information.

All information files are the property of the District and no user shall have any expectation of privacy regarding such files. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents and log files are subject to the public records disclosure laws of the State of Tennessee.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday.

Disciplinary Action

The school reserves the right to refuse access to the Internet to anyone. All users of the MCS network and electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the network user agreement.

Violation of any of the conditions of use explained in the Access to Electronic Resources Policy or in these Technology Acceptable Use & Internet Safety Guidelines could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

In addition to the existing Morgan County Board of Education Policies BJ, BK, BKA, JHF, and JT, the following sources provided current information and verbiage.

Sources

“Acceptable Use, Media Release, and Internet Safety Procedures,” Greenville City Board of Education, Greenville, TN, accessed March 2011.

“Appendix N – Computer Technology Acceptable Use Policy,” 2010-2011 Central High School Student Handbook, Morgan County Schools, p. 41-43.

“(JICL) Responsible Computer, Network & Internet Use,” Portsmouth School District, Portsmouth, NH, <http://www.cityofportsmouth.com/school/policy/AUPformsgrK-5.pdf>, accessed March 2011.

“Personal Wireless Devices,” Arapahoe High School, Littleton Public Schools, Littleton, Colorado, <http://arapahoe.littletonpublicschools.net/forStudents/PersonalWirelessDevices/tabid/3700/Default.aspx>, accessed March 2011.

“School Board Policy Template – Acceptable Use of Electronic Resources,” State of Washington, <http://www.k12.wa.us/edtech/InternetSafety/ElectronicResources.aspx>, accessed March 2011.

“Use of Personal Communication Devices in School,” Knox County Board of Education, Knoxville, TN, accessed March 2011.

DRAFT - 1st Reading

MORGAN COUNTY BOARD OF EDUCATION

BIDS AND QUOTATIONS

Descriptor Code:
2806

Issued Date:

All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand dollars (\$10,000), including those of individual schools, shall be based on competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation in the district. However, said newspaper advertisement may be waived by the purchasing agent in an emergency. The purchasing agent shall advertise for bids and receive quotations. The principal shall serve as purchasing agent in each school.¹

All purchases of five thousand dollars (\$5,000) or less, including those of individual schools, may be made in the open market without newspaper notice, but shall, whenever possible, be based on at least three (3) competitive bids.

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

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

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

Contracted Services

In some situations, certain jobs or specific work tasks may require outsourcing. Any additional work required by various school departments will required a written contract and must be approved in advance by the Director of Schools or his/her designee.

Exemptions from Competitive Bidding

Contracts for legal services, educational consultants, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of recognized competence and integrity.²

Legal References:

1. TCA 49-2-203(a)(4); TCA 49-2-206(b)(2); Tennessee Internal Financial Manual
2. TCA 12-4-106.

Morgan County Board of Education
Administrative Guidelines
Stipend Rates
Effective January, 2011

The following standardized rates will be used for payment of stipends to personnel for training and professional development outside regular contracts:

Teachers	\$150 per day; \$25 per hour
Facilitators	\$180 per day; \$30 per hour
Teacher Assistants	\$60 per day; \$8 per hour

Funds for stipends often come from a variety of sources. These funds will be used for professional development sessions that occur outside the regular contract days/hours. Expenditure of such funds must be planned by the program administrator and approved in advance by the Assistant Director or Director of Schools.

These rates will be periodically re-evaluated. Any deviation from these rates must be approved in advance by the Director of Schools.

MORGAN COUNTY SCHOOLS

EXPENDITURE REPORT

For Month Ended March 31, 2011

	MONTH OF MARCH			MARCH YEAR-TO-DATE		
	Activity	Bdgt (1/12th)	Prct	Activity	Budget	Prct
141 - G.P. SCHOOLS						
71100 - REGULAR INSTRUCTION	839,066	878,589	96%	4,501,520	10,543,067	43%
71100 - REGULAR INSTR (BEP-ARRA)	0	0		1,957,369	0	
71200 - SPECIAL EDUC PROG	176,058	127,098	139%	1,070,978	1,525,176	70%
71300 - VOCATIONAL EDUC PROG	81,068	80,219	101%	596,449	962,627	62%
72110 - ATTENDANCE	6,855	25,387	27%	256,949	304,646	84%
72110 - INTERNET CONNECTIVITY-ARRA	0	0		9,597	0	
72110 - STATEWIDE STUDENT MNGMNT S	8,212	0		8,212	0	
72120 - HEALTH SERVICES	21,095	22,598	93%	158,898	271,178	59%
72310 - OTHER STUDENT SUPP	38,680	44,428	87%	298,946	533,139	56%
72210 - REGULAR INSTR PROG	72,889	81,643	89%	588,431	979,717	60%
72220 - SPECIAL EDUC PROG	18,023	12,872	140%	109,359	154,462	71%
72230 - VOCATIONAL EDUC PROG	6,654	6,698	99%	58,617	80,380	73%
72310 - BOARD OF EDUCATION	36,687	46,771	78%	391,095	561,248	70%
72320 - OFFICE SUPERINTENDENT	22,167	26,204	85%	216,579	314,444	69%
72410 - OFFICE OF PRINCIPAL	102,027	104,826	97%	874,020	1,257,909	69%
72610 - OPERTATION OF PLANT	182,143	133,494	136%	1,225,718	1,601,930	77%
72620 - MAINT. OF PLANT	30,024	49,769	60%	330,340	597,225	55%
72710 - TRANSPORTATION	47,724	81,040	59%	631,452	972,483	65%
73100 - FOOD SERVICE	0	2,583	0%	0	31,000	0%
73400 - EARLY CHILDHOOD EDUC	0	0		490	0	
76100 - CAPITAL OUTLAY	0	5,417	0%	26,300	65,000	40%
82000 - DEBT SERVICE	485,043	63,419	765%	561,029	761,030	74%
99100 - OTHER USES	0	0		0	0	
Grants						
0004 - CO-ORDINATED SCH HLTH	9,422	10,167	93%	85,060	122,000	70%
0042 - CAREER IN MIND (TnACHE)	0	1,238	0%	0	14,852	0%
0054 - SAVE-THE-CHILDREN	10,405	10,417	100%	60,769	125,000	49%
0061 - E4TN PROGRAM	0	0		0	0	
0320 - FAMILY RESOURCE	4,432	4,950	90%	9,619	59,400	16%
0502 - DISTANCE LEARNING	0	372	0%	0	4,459	0%
7010 - PRE K	45,532	70,951	64%	303,447	851,410	36%
7017 - 21st CENTURY LEARNING	3,535	10,164	35%	50,940	121,966	42%
ETH- JOBS FOR TENNESSEE	2,475	3,500	71%	30,853	42,000	73%
HSW - HIGH SCHOOL WORK	0	500	0%	5,129	6,000	85%
SNAP- ECON. DISADV. CHILDREN	0	755	0%	9,054	9,055	100%
SPED - SPECIAL ED	2,053	4,070	50%	14,644	48,839	30%
STC1 - SAVE-THE-CHILDN (SNBRGHT)	8,594	0		11,392	0	
TOTAL G.P. Schools:	2,260,864	1,910,137	118%	14,453,256	22,921,641	63%
142 - FEDERAL SCHOOLS						
011 - TITLE I & II ADMIN	10,449	13,642	77%	100,243	163,702	61%
101 - TITLE I	77,535	84,366	92%	675,049	1,012,395	67%
10S - TITLE I ARRA	24,672	25,692	96%	234,210	308,302	76%
201 - TITLE 2A	6,830	23,426	29%	159,471	281,108	57%
21S- TITLE II Part D, COMPETITIVE, ARRA	0	1,667	0%	1,025	20,000	5%
231 - TITLE 2D	298	254	117%	1,358	3,043	45%
23S - TITLE 2D ARRA	0	0		0	0	
401 - TITLE 4	0	0		0	0	
551 - ARRA BONUS APPROPRIATION	29,102	78,280	37%	434,241	939,356	46%
581 - RACE TO THE TOP	14,385	17,908	80%	91,862	214,893	43%
601 - TITLE 6	17,454	7,009	249%	61,524	84,102	73%
801 - CARL PERKINS	3,287	4,831	68%	46,064	57,972	79%
901 - IDEA	48,718	59,710	82%	564,312	716,521	79%
911 - IDEA PreSCHOOL	1,248	2,654	47%	22,763	31,851	71%
90S - IDEA ARRA	0	2,813	0%	33,750	33,750	100%
91S - IDEA PreSCH ARRA	0	244	0%	2,932	2,932	100%
TOTAL Federal School Project:	233,978	322,494	73%	2,428,805	3,869,926	63%
143 - CENTRAL CAFETERIA						
73100 - FOOD SERVICE	168,164	146,198	115%	1,147,684	1,754,372	65%
73300 - COMMUNTIY SERVICES	0	7,592	0%	37,467	91,100	41%
TOTAL Cafeteria:	168,164	153,789	109%	1,185,151	1,845,472	64%

Battelle for Kids

Teaching & Learning

Building Level Value-Added Learning Path MRM (Mean Gain)	
Course	
MG1002	Introduction to the Building-Level Value Added Learning Path
VA1010	Introduction to Value-Added Progress Metrics
VA1020	Progress and Achievement
MG1070	Interpreting Value-Added Summary Reports
MG1100	Interpreting Diagnostic Summary Reports
MG1110	How to Use the School Search

Session Name	Sessions	Audience	12:30	1:30	2:30	Presenters (tentative)
Classroom Management	3	k-12	✓	✓	✓	UTK
Promethean Board Middle School	1	6-8	✓			Kim Carroll, Carol Jones, etc.
Promethean Board High School	1	9-12	✓			high school Promethean Board users
Promethean Board Elementary School	1	k-5	✓			Elementary school Promethean Board users
Foldables	1	k-12	✓			Erin Miller
Diebels Overview	1	k-5	✓			Curriculum Coaches
Diabetes/Asthma	2	k-12	✓		✓	Freida Bennett
I Can Statements	1	k-5 6-8	✓			Jennifer Basler
CPR I& II (must attend sessions 1 & 2)	1	k-12	✓	✓		Freida Bennett & Instructors
SWPBS	1	k-5	✓			Ronnie, David Treece, PJ teachers
SWPBS	1	6-8		✓		Ronnie, Myrna Gail, CMS teachers
PD360	2	k-12	✓	✓	✓	Rosa & Ken
Learn360	1	k-12	✓			tech teacher
Math Textbooks Middle School	2	6-8	✓	✓		textbook rep
Math Textbooks High School	2	9-12	✓	✓		textbook rep
Math Textbooks Elementary School	2	k-5	✓	✓		textbook rep
Rigor	1	k-12			✓	Barbara Summers
Battelle for Kids	1	k-12		✓		Kathy Carroll, Tim Hines, Carlana Mayo
Using Prezi	1	k-12			✓	tech teacher
LiveBinders	1	k-12		✓		tech teacher
Using clickers in the classroom	1	k-12		✓		Aaron Jones, Marla Hines
ThinkLink - making probes	1	k-5			✓	curriculum coaches
HSTW - ZAP Elementary	1	k-5		✓		Heath Snow
HSTW - ZAP High School	1	6-12			✓	Heath Snow
Online resources available elementary	1	k-5		✓	✓	tech
Online resources available middle	1	6-8		✓	✓	tech
Online resources available high	1	9-12		✓	✓	tech
iPad	1	k-12		✓		tech

Session Name	Sessions	Audience	12:30	1:30	2:30	Presenters (tentative)
mobile lab	1	k-12		✓		tech
using Best Young Adult books in classroom	1	9-12			✓	Marsha Futtrell, librarians
Using Windows Movie Maker	1	k-12			✓	tech
Internet Safety	1	k-12			✓	tech
FAB - Furthering Appropriate Behavior / Threat Assessment	1	k-12	✓			Steve Johnson & Regina Webb
Project-Based Learning	1	6-12		✓		Edd Diden
Rubrics High School	1	6-12			✓	tech
Counselors	2	k-12		✓	✓	Counselors
Special Ed & the Law	1	sp ed				Melinda Jacobs & Suzanne
Professionalism & Technology	3	k-12	✓	✓	✓	Donna Jerden
Helping All Students Succeed	2	9-12		✓	✓	Graduation Coach
Movement in the Classroom	1	k-12			✓	p.e. teachers
Music in the Classroom						
What it takes to be an Effective Teacher	3	k-12	✓	✓	✓	
Seven Principles of Effective Instruction	1	K-12	✓			Barbara Summers
			20	22	20	

**MCS In-Service Requirements & Opportunities,
Staff Development Days, & Administrative Days
2011-2012**

In-Service Requirements & Opportunities

- In-service education is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities.
- Each professional staff member must accrue five days (5) of in-service training per school year.
 - **Three days (3) are REQUIRED in-service days; these days are starred (*).**
 - Two days (2) may be earned by attending your choice of sessions listed below.
- Also, each professional staff member MAY attend two additional days (2) of in-service training and receive a daily stipend of \$150.
- Beyond these seven days (7), teachers may attend any of the PD in-service opportunities being offered for additional individual professional development.
- NOTE: These stipend days and individual professional development days must be relevant to your grade level and/or subject area.
- With so many PD in-service opportunities offered, teachers are expected to attend the sessions within the county to earn their 5 required days and 2 stipend days.

Detailed schedule attached; online registration will be available starting Monday, May 2	May 31-June 24, 2011 8:30 a.m. to 3 p.m.	Various technology training days (detailed schedule attached) Pre-K thru 12 th teachers Central Office Computer Lab
Online registration will be available starting Monday, May 2	June 2, 2011 9 a.m. to 3 p.m.	Strategies to Prevent & Reduce Problem Behavior & Promote Academic Engagement facilitated by UTK Pre-K thru 12 th teachers Central Office
All grade-level math teachers & math assistants are strongly encouraged to attend ; online registration will be available starting Monday, May 2	June 14, 2011 9 a.m. to 3 p.m.	Math Day Grades Pre-K thru 2 nd – facilitated by TN Tech - WCES Grades 3 rd thru 5 th – facilitated by TN Tech - WCES Grades 6 th -8 th – facilitated by Maryville College - WCMS Grades 9 th -12 th – facilitated by Maryville College - WCMS
All kindergarten teachers are strongly encouraged to attend ; online registration will be available starting Monday, May 2	June 17, 2011 8 a.m. to 3 p.m.	Alphabetic Principles & Phonemic Awareness facilitated by Nancy Duggin, MTSU Kindergarten teachers and others who work with kindergarten students Central Office
Designated personnel are strongly encouraged to attend ; online registration will be available starting Monday, May 2	July 21-22, 2011 8 a.m. to 4 p.m.	LETRS Training (2 days) facilitated by Nancy Duggin, MTSU Pre-K teachers, Kindergarten teachers, Special Education teachers, Title I teachers and teaching assistants, & Curriculum Coaches Central Office
Required of all 2nd year MCS teachers	July 26, 2011 8 a.m. to 3:30 p.m.	Teacher Effectiveness Program Central Office
Required for all NEW MCS teachers	July 27-28, 2011 8 a.m. to 3:30 p.m.	Induction for New Teachers (2 days) Central Office
*Required of all personnel	July 29, 2011 9 a.m. to 3 p.m.	School-Level In-Service Day – Evaluation & TVAAS Held at home schools
*Required of all personnel	August 1, 2011 9 a.m. to 3 p.m.	School-Level In-Service Day Planned by the Principal Held at home schools
*Required of all personnel	August 2, 2011 9 a.m. to 3:30 p.m. <i>(extended lunch)</i>	Countywide In-Service Day Central Middle School

Staff Development Days

- Staff development programs and activities shall reflect the National Standards for Staff Development and shall reflect the needs identified in school improvement plans.
- Professional employees are **required to attend two days (2) of staff development** during the school year.

Required	August 5, 2011	School-Level Staff Development
Required	February 27, 2012	School-Level Staff Development

Administrative Days

- Administrative days are activities which require instruction, training, or preparation for the effective management of schools.
- Professional employees are **required to attend five days (5) of administrative days** during the school year.

Required	August 3, 2011	Full day – Administrative 9 a.m. – 3 p.m.
Required	August 8, 2011	Full day – Administrative 9 a.m. – 3 p.m.
Required; Parent-Teacher Conference	September 22, 2011	½ day – Administrative 3:30 – 6:30 p.m.
Required	January 2, 2012	Full day – Administrative 9 a.m. – 3 p.m.
Required; Parent-Teacher Conference	February 16, 2012	½ day – Administrative 3:30 – 6:30 p.m.
Required	May 22, 2012	Full day – Administrative 9 a.m. – 3 p.m.

Technology Training Days

June 2011

- Any of these training days may be taken for in-service credit and/or stipend and/or individual professional development. NOTE: Maximum of 2 days may be taken for stipend of \$150/day.
- Limit: 25 teachers per workshop
- Time: 8:30 a.m to 3 p.m.
- Register for any of these workshops online beginning Monday, May 2.

<u>Date</u>	<u>Day of Week</u>	<u>Workshop</u>
May 31, 2011	Tuesday	Beginning Word 2010
June 2, 2011	Wednesday	Beginning PowerPoint 2010
June 3, 2011	Friday	Intermediate Word 2010
June 6, 2011	Monday	Beginning Excel 2010 (1-day)
June 7, 2011	Tuesday	Beginning Excel 2010 (1-day)
June 8, 2011	Wednesday	Using a Digital Camera or Flip Camera & Web 2.0 Tools in the Classroom
June 13, 2011	Monday	Intermediate Excel
June 15, 2011	Wednesday	Web 2.0 Tools for the Classroom
June 16, 2011	Thursday	Promethean Board – Grades 6 th - 12 th (Day 1 of 2 days)
June 17, 2011	Friday	Promethean Board – Grades 6 th - 12 th (Day 2 of 2 days)
June 20, 2011	Monday	Promethean Board – Grades Pre-K - 5 th (Day 1 of 2 days)
June 21, 2011	Tuesday	Promethean Board – Grades Pre-K - 5 th (Day 2 of 2 days)
June 23, 2011	Thursday	iPad for Pre-K teachers (Day 1 of 2 days)
June 24, 2011	Friday	iPad for Pre-K teachers (Day 2 of 2 days)

Information About MCS Business Technology Courses				
Course Name	Course Number	Recommended grades that can take the course	Pre-requisites	Credits
Computer Applications	3718	9, 10	KB in middle school	1
Computer Operating Systems	5756	10, 11	Info Tech Foundations	1-2
Information Technology Foundations	5755	10, 11	Computer Applications	1-2
Accounting I	3779	10, 11, 12	Computer Applications	1
Desktop Publishing	3741	10, 11, 12	Computer Applications	1 credit & 3 sem. hrs.
Web Design Essentials	3768	10, 11, 12	Computer Applications, Interactive MultiMedia or DTP	1
Accounting for RSCC Dual Enrollment		11, 12	Accounting I, or VERY strong student	1 credit & 3 sem. hrs.
Accounting II	3780	11, 12	Accounting I	1
Interactive MultiMedia Presentations	3746	11, 12	Computer Applications	1
Networking Essentials	5757	11, 12	Computer Applications	1
Networking Essentials for RSCC Dual Enrollment		11, 12	Computer Applications, pass RSCC exam	1 credit & 3 sem. hrs.
Web Design Applications	3769	11, 12	Web Design Essentials	1-2

Note: Shaded course names will be offered at MCCTC 2011-2012.

**Business Technology Education
Career Clusters & Programs of Studies**

Effective thru 2011-2012

**Students need 3 credits in a Program of Study to have a Focus Area
High Schools That Work Curriculum requires 4 credits in a Concentration Area**

Career Cluster	Program of Study	CTE Coursework			
		9 th grade	10 th grade	11 th grade	12 th grade
Information Technology	Interactive Multimedia (BT)	Computer Applications 3718	Interactive Multimedia Presentation 3746	Desktop Publishing 3741	Integrated Input Technology 3730
	Networking Systems (TI)	Computer Applications 3718 (MCS recommended)	Computer Operation Systems & Hardware 5756	Networking Essentials 5757	Cabling technology 5758
		Information Technology Foundations 5755			
Web/MM Management & Webmaster (BT)	Computer Applications 3718	Interactive Multimedia Presentation 3746	Web Design Essentials 3768	Web Design Applications 3769	
Business, Management, & Admin.	Business Financial Management & Accounting (BT)	Computer Applications 3718	Accounting I 3779	Accounting II 3780	Business Management 3707

Recommendation: Offer Computer Applications for all 9th graders. Try to enroll as many freshmen as possible in this course

RSCC Agreement

- MCS students receive **dual credit** for COLL1020 (changing to INFS1010 this fall)
 - a. Sit for RSCC exam as a 11th-12th grader – after having had Computer Applications & DTP
 - b. When exam is passed, student will receive 3 hrs. credit
- MCS students receive **dual enrollment** for RSCC Networking 1010
 - a. Pre-requisite: credit for INFS1010
 - b. Upon successful completion of Networking Essentials 5757, students will receive 3 hrs. credit CISP 1420 from RSCC
- **Dual enrollment** for Accounting I/II
 - a. Instructor through RSCC; receive credit in BUS 221
 - b. Strong Accounting I student OR Accounting II student
 - c. Works in same classroom as the regular high school class