

**Maryville City Schools**  
**833 Lawrence Avenue**  
**Maryville, TN 37803**

**BOARD OF EDUCATION**  
**REGULAR MEETING**

**5:30 PM, January 14, 2019**  
**SAM HOUSTON ELEMENTARY SCHOOL**

- I. CALL TO ORDER** **CHAIRMAN POPE**  
**MOMENT OF SILENCE**  
**PLEDGE OF ALLEGIANCE** – Colt Myers, 2<sup>nd</sup> grade student
- II. UPDATE FROM SAM HOUSTON ELEMENTARY SCHOOL** – Heather Hilton, Principal
- III. ADOPT AGENDA**
- IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
1. Approve Minutes of December 10, 2018, meeting (Attachment)
  2. Ratify Executive Committee approval of PowerSchool Unified Administration Enrollment Registration with implementation and training – Funding Source: Instructional Supplies and Equipment \$18,316.13 (Attachment A1)
  3. Ratify Executive Committee approval to purchase 2015 Toyota Sienna van from Toyota Knoxville – Funding Source: Transportation Equipment \$21,951.45 (Attachment A2)
- VI. AGENDA ITEMS**
1. Consider Board Policy Manual Section 4 – Instructional Program – First Reading (Attachment B1)
  2. Consider 2-year US Student Enrollment Site License from FileWave (USA), Inc. – Funding Source: Instructional Supplies and Materials \$74,984.00 (Attachment B2)
- VII. REPORTS FROM DIRECTOR OF SCHOOLS**
- VIII. RECOGNITION OF STAFF AND STUDENTS**
- IX. COMMENTS FROM BOARD MEMBERS**
- X. ADJOURN**

**Upcoming meeting dates:**

February 11, 2019 – 5:30 pm, John Sevier Elementary School

March 18, 2019 – 5:30 pm, Maryville Academy



## MARYVILLE CITY SCHOOLS

*Mike Winstead*  
Director of Schools

833 Lawrence Avenue  
Maryville, Tennessee 37803

**December 19, 2018**  
**Maryville City School Board**  
**Executive Committee Meeting**

Approve PowerSchool Unified Administration Enrollment Registration with  
implementation and training – Funding Source: Instructional Supplies and Equipment  
\$18,316.13

APPROVED:

Director of Schools *Mike Winstead* Date 12/19/2018

Chairman, Board of Education *Bethany N Pope* Date 12/19/2018

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles



PowerSchool Group LLC  
150 Parkshore Dr, Folsom, CA 95630  
Quote #: Q-146322-1

Quote Expiration Date: 12/31/2018

Prepared By: Jim Swaney

Customer Contact: Amy Vagnier

Customer Name: Maryville City Schools School District

Title: Director of Instruction/Curriculum

Enrollment: 5,376

Address: 833 Lawrence Avenue

# of Schools: 7.00

City: Maryville

Contract Term: 36 Months

State/Province: Tennessee

Start Date: 12/31/2018

Zip Code: 37803

End Date: 12/30/2021

Phone #: (865) 982-7121

Product Description	Quantity	Unit	Unit Price	Extended Price
License and Subscription Fees				

Unified Administration Enrollment Registration	5,376.00	Students	USD 2.04	USD 10,967.04
--	----------	----------	----------	---------------

License and Subscription Totals: **USD 10,967.04**

#### Professional Services and Setup Fees

Unified Admin Enrollment Registration Implementation	5,376.00	Students	USD 1.09	USD 5,849.09
--	----------	----------	----------	--------------

Professional Services and Setup Fee Totals: **USD 5,849.09**

#### Training Services

Unified Admin Enrollment Training Remote	1.00	Day	USD 1,500.00	USD 1,500.00
--	------	-----	--------------	--------------

Training Services Total: **USD 1,500.00**

#### Quote Total

<b>Total Discount:</b>	<b>USD 8,773.63</b>
<b>Year One Total:</b>	<b>USD 18,316.13</b>

#### Annual Ongoing Fees

Unified Administration Enrollment Registration	5,376.00	Students	USD 2.04	USD 10,967.04
--	----------	----------	----------	---------------

Annual Ongoing Fees Total: **USD 10,967.04**

Fees for subsequent years within the term bound by the Start Date and End Date detailed on this quote will be equal to the 'Annual Ongoing Fees' amount uplifted by 3.0% in each following year.

On-Going PowerSchool Subscription/Maintenance & Support fees are invoiced at then current rates & enrollment per terms of the Licensed Product and Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases.

Any applicable state sales tax has not been added to this quote. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order.

In the event that this quote includes promotional pricing, such promotional pricing may not be valid for the entire period stated on this quote.

All invoices shall be paid within thirty (30) days of the date of invoice.

This quote is subject to and incorporates the terms and conditions for the applicable product(s) located at: <https://www.powerschool.com/product-specifications/>

**All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and shall not impact the terms or conditions reflected in this quote and the applicable PowerSchool Licensed Product and Services Agreement.**

This quote is subject to and incorporates the terms and conditions of the PowerSchool Licensed Product and Services Agreement found at <https://www.powerschool.com/customer-contract-terms-and-conditions-us-6-2-17/>

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

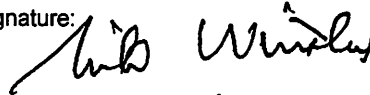
POWERSCHOOL GROUP LLC

Maryville City Schools School District

Signature:



Signature:



Printed Name: Gregg Clevenger

Printed Name: Mike Winsten

Title: Chief Financial Officer

Title: Director of Schools

Date: 12-14-2018

Date: 12-19-18



## MARYVILLE CITY SCHOOLS

*Mike Winstead*  
Director of Schools

833 Lawrence Avenue  
Maryville, Tennessee 37803

**December 27, 2018**  
**Maryville City School Board**  
**Executive Committee Meeting**

Approve purchase of 2015 Toyota Sienna van from Toyota Knoxville – Funding Source:  
Transportation Equipment \$21,951.45

APPROVED:

Director of Schools *Mike Winstead* Date 12/27/2018

Chairman, Board of Education *Bethany N. Pope* Date 12/27/2018

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles



We Know What Drives You!

Date: 12/21/2018Salesperson: Bob Avery James GlennManager: Scott Lusby

FOR INTERNAL USE ONLY

<b>CUSTOMER</b>	<b>Maryville City Schools</b>	Home Phone:
Address :	<b>833 Lawrence Ave</b>	Work Phone:
	<b>MARYVILLE, TN 37803</b>	
	<b>BLOUNT CO</b>	
E-Mail :	<b>scott.blevins@maryvilleschools.org</b>	Cell Phone: <b>(865) 748-3112</b>

<b>VEHICLE</b>	Stock # : <b>P7611</b>	New / Used : <b>New</b>	VIN : <b>5TDKK3DC3FS683519</b>	Mileage: <b>34005</b>
	Vehicle : <b>2015 Toyota Sienna</b>		Color : <b>GRAY</b>	
	Type :			

<b>TRADE IN</b>	Payoff :	VIN :	Mileage:
	Vehicle :	Color :	
	Type :		

Retail Payments				Estimated		PURCHASE	
Cash Down				0	1,500	3,000	Selling Price
60 Months				455	424	393	21,100.00
66 Months				422	393	365	
72 Months				395	368	341	
* Estimated A.P.R. Subject to equity and credit requirements.							
						Total Purchase	21,100.00
						Trade Allowance	
						Trade Difference	21,100.00
						Doc Fee	689.00
						Taxes / Fees	162.45
						Net Price	21,951.45
						Trade Payoff	
						Balance	21,951.45

Customer Approval:	Management Approval:
	<i>Scott Lusby</i>

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

21,951.45

**Retail**  
Customer Approval

# Maryville City Board of Education

---

## Section 4 – Instructional Program

Descriptor Code	Policy Title	Issued Date
4.100	Instructional Goals	02/11/19
<b>Curriculum Development and Programs</b>		
4.200	Curriculum Development	02/11/19
4.201	Basic Curriculum Program	02/11/19
4.202	Special Education	02/11/19
4.204	Summer School	02/11/19
4.205	Enrollment in College Level Courses	02/11/19
4.206	Homebound Instruction	02/11/19
4.207	English Learners	02/11/19
4.208	Adult Education Program	02/11/19
4.209	Alternative Credit Options	02/11/19
4.210	Credit Recovery	02/11/19
<b>Extracurricular Programs</b>		
4.300	Extracurricular Activities	02/11/19
4.301	Interscholastic Athletics	02/11/19
4.302	Field Trips and Excursions	02/11/19
<b>Instructional Materials and Services</b>		
4.400	Instructional Materials	02/11/19
4.401	Textbooks	02/11/19
4.403	Reconsideration of Instructional Materials and Textbooks	02/11/19
4.404	Use of Copyrighted Materials	02/11/19
4.406	Use of the Internet	02/11/19
4.407	School and System Websites	02/11/19
<b>Community Instructional Resources</b>		
4.501	School Volunteers	02/11/19
4.502	Parent and Family Engagement	02/11/19
<b>Academic Achievement</b>		
4.600	Grading System	02/11/19
4.601	Reporting Student Progress	02/11/19
4.602	GPA Calculation and Recognition	02/11/19

# Maryville City Board of Education

---

Descriptor Code	Policy Title	Issued Date
4.603	Promotion and Retention	02/11/19
4.604	Credit for Prior Courses	02/11/19
4.605	Graduation Requirements	02/11/19
4.606	Graduation Activities	02/11/19
4.607	Waivers of Statute, Rules, and Regulations	02/11/19
4.608	Transcript Alterations	02/11/19

## Testing and Evaluation

4.700	Testing Programs	02/11/19
4.701	Maintaining Test Security	02/11/19

## Controversial Issues and Materials

4.800	Controversial Issues	02/11/19
4.801	Controversial Materials	02/11/19
4.802	Student Equal Access	02/11/19
4.803	Recognition of Religious Beliefs, Customs, & Holidays	02/11/19
4.804	Religious Content of Courses	02/11/19
4.805	Prayer and Period of Silence	02/11/19



# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Instructional Goals</b>	Descriptor Code: <b>4.100</b>  Rescinds: <b>9.1</b>	Issued Date: <b>02/11/19</b>  Issued: <b>02/13/18</b>
---	--	---	---

1 The Board approves the following instructional goals for students:

- 2 1. To acquire the knowledge and attitude necessary to achieve and maintain good physical and  
3 mental health;
- 4 2. To develop the skills necessary to function as a self-directed person;
- 5 3. To develop the capacity to cope with change through an understanding of the arts, humanities,  
6 and scientific processes;
- 7 4. To know the principles involved in making moral and ethical choices;
- 8 5. To develop the basic skills of reading, writing, computation, spelling, speaking, and problem  
9 solving;
- 10 6. To develop a positive attitude toward the lifelong endeavor of learning;
- 11 7. To learn to identify personal talents and interests, make appropriate career choices, and develop  
12 career skills;
- 13 8. To acquire knowledge and to develop skills in the management of personal and public  
14 resources necessary for meeting obligations to self, family, and society;
- 15 9. To learn to act in a responsible manner;
- 16 10. To learn of the rights and responsibilities of citizens of the community, state, nation, and world;  
17 and
- 18 11. To learn to understand, respect, and interact with people of different cultures, generations, and  
19 races.

---

## Cross References

School District Goals 1.700  
Student Goals 6.100

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Curriculum Development</b>	Descriptor Code: <b>4.200</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.3</b>	Issued: <b>02/13/18</b>

- 1 The curriculum of the Maryville City Schools shall be based on standards and curriculum frameworks
- 2 adopted by the State Board of Education.

### 3 **IMPLEMENTATION**

- 4 The primary responsibility for ensuring the effective operation of the curricular programs and activities
- 5 shall be delegated to the Director of Schools.
- 6 The school principals shall be responsible for administering the established instructional programs of
- 7 their respective schools.

---

#### Cross References

Evaluations of Instructional Programs 4.702  
 In-Service & Staff Development Opportunities 5.113  
 Staff Rights & Responsibilities 5.600  
 Staff Time Schedules 5.602

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Basic Program</b>	Descriptor Code: <b>4.201</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, or marital status  
2 in its educational programs or activities.

3 Educational materials that are utilized shall reflect the cultural and racial diversity which is present in  
4 the United States as well as the variety of careers, roles, and life-styles open to women and men. One  
5 of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to  
6 eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum shall foster  
7 respect and appreciation of the cultural diversity found in our country and an awareness of the rights,  
8 duties, and responsibilities of each individual as a member of a pluralistic society.<sup>2</sup>

9 The course of study shall include those subjects and topics required by state and federal laws and  
10 regulations.<sup>3</sup>

11 The Board reserves the right to add additional courses and to amend the content of prescribed courses  
12 as needed.

---

#### Legal References

1. 42 USCA § 12101; 34 CFR § 106.34
2. TCA 49-6-1001 to 1034, 1201-1205, 1301, 1302

---

#### Cross References

Graduation Requirements 4.605  
Religious Content of Courses 4.804  
Student Goals 6.100  
Student Concerns, Complaints, and Grievances 6.305

<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Special Education</b>	Descriptor Code: <b>4.202</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

1 The Board shall provide access to a free appropriate public education to all disabled children ages 3-  
2 21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of  
3 appropriate instruction and special education services shall be in accordance with the current *Rules,*  
4 *Regulations, and Minimum Standards* of the State Board of Education<sup>1</sup> and state<sup>2</sup> and federal<sup>3</sup> law.

5 The Board shall develop and periodically update a local plan for providing special education services  
6 for disabled students. Specifically, the Board shall ensure the following:

- 7 1. All disabled children living within the school system receive a free and appropriate public  
8 education and the services to meet their unique needs; and  
9
- 10 2. The rights of disabled children and their parents are protected.

11 The plan shall seek to accomplish the following objectives:

- 12 1. To carry out a comprehensive screening and assessment plan emphasizing the early  
13 identification and evaluation of disabled students;  
14
- 15 2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment,  
16 formulating programming, and determining placement for every disabled student, including  
17 review of proposed suspensions when appropriate, in accordance with the State Board of  
18 Education *Rules, Regulations, and Minimum Standards*;  
19
- 20 3. To ensure that placements are made to educate disabled children with non-disabled to the  
21 extent appropriate and with age-appropriate peers;  
22
- 23 4. To provide each disabled child with an individual educational program (IEP) specifically  
24 designed to meet his/her unique needs;  
25
- 26 5. To provide continuing evaluation of each disabled child's progress, including at least an annual  
27 review of each IEP and a complete re-evaluation at least every three (3) years;  
28
- 29 6. To ensure that procedural safeguards required by state and federal laws are adhered to; and  
30
- 31 7. To involve parents of disabled children in a meaningful dialogue with school personnel which  
32 will begin with an initial referral and continue throughout the student's educational career.

---

**Legal References**

1. TRR/MS 0520-01-09
2. TCA 49-10-101 et seq.
3. Education of Individuals with Disabilities, 20 USCA Sections 1400-1485; Section 504 of the Rehabilitation Act of 1973

---

**Cross References**

Compulsory Attendance Ages 6.201  
Alternative School Program 6.319  
Student Communicable Diseases 6.403  
Acquired Immune Deficiency Syndrome 6.404  
Special Education Students 6.500

<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Summer School</b>	Descriptor Code: <b>4.204</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.4</b>	Issued: <b>02/13/18</b>

- 1 Summer schools shall be organized and operated as a part of the public school program and shall
- 2 comply with rules and regulations of the State Board of Education.<sup>1</sup>
- 3 Based on student need, availability of teachers, and funding, the Director of Schools, on an annual
- 4 basis, may recommend a summer school program which must be approved by the Board. This
- 5 recommendation shall consist of the courses to be offered, those students who are eligible to attend,
- 6 attendance requirements, and other relevant information of the program.
- 7 The Board may adopt tuition rates for those students attending a summer school program.<sup>2</sup>

---

**Legal References**

1. TRR/MS 0520-01-03-.03(7)(a)
2. TCA 49-6-3003

---

**Cross References**

Extended Contracts 5.112

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <div style="text-align: center;"><b>Enrollment in College Level Courses</b></div>	Descriptor Code: <b>4.205</b>  Rescinds: <b>9.4</b>	Issued Date: <b>02/11/19</b>  Issued: <b>02/13/18</b>
---	---	---	---

- 1 Qualified high school students who are in good standing may earn high-school credit by enrolling in
- 2 college-level courses (1) through a dual enrollment program on the high-school campus or (2) through
- 3 classes at an institution of higher education. Written approval by the principal, or designee, shall be
- 4 required before enrollment.
  
- 5 Grades earned in such college level courses may be used to determine grade point average provided
- 6 high school credit is awarded for the course.
  
- 7 The Board shall not be responsible for transportation to and from the college, for payment of tuition, or
- 8 for the purchase of the college textbook and supporting materials.

---

## Legal References

1. TRR/MS 0520-01-03-.06(4)

---

## Cross References

Promoting Student Welfare 6.400

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Homebound Instruction</b>	Descriptor Code: <b>4.206</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.5</b>	Issued: <b>02/13/18</b>

1 The homebound instruction program is for students who because of a medical condition are unable to  
 2 attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of three (3)  
 3 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

4 To qualify for this program, a student shall have a medical condition that will require the student to be  
 5 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)  
 6 instructional days for a student who has a chronic medical condition. The student shall be certified by a  
 7 treating physician as having a medical condition that prevents him/her from attending the regular  
 8 instructional program. The services provided to the homebound student shall reflect the student's  
 9 capabilities and be determined by the homebound instructor, after consultation with appropriate  
 10 professional staff of the student's assigned school.

11 Recertification shall be obtained after the expiration of each period of homebound instruction if the  
 12 student's physician certifies, in writing, that the student has a medical condition that prevents him/her  
 13 from returning to the regular instructional program.

14 All homebound placements shall be temporary. Inquiry may be conducted to verify the seriousness  
 15 and authenticity of requests. Modifications or accommodations may be used in lieu of homebound  
 16 services.

---

#### Legal References

1. TCA 49-10-1101; Public Acts of 2018, Chapter No. 625, TRR/MS 0520-01-02-.10

---

#### Cross References

Student Communicable Diseases 6.403  
 Acquired Immune Deficiency Syndrome 6.404



<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>English Learners</b>	Descriptor Code: <b>4.207</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.5</b>	Issued: <b>02/13/18</b>

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners ("EL") shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extra-curricular activity based on the student's surname or EL status.<sup>1</sup>

The Director of Schools shall evaluate the effectiveness of the district's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

#### **ENGLISH LANGUAGE INSTRUCTION PROGRAM**

The Board directs the administration to develop and implement language instruction programs that:<sup>2</sup>

1. Appropriately identify EL students in a timely, valid, and reliable manner;
2. Determine the appropriate instructional environment for EL students;
3. Provide EL students with a language assistance program that is educationally sound and proven successful;
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program; and
5. Monitor the progress of students that have exited the EL program.

#### **PARENTAL NOTIFICATION<sup>3</sup>**

Parents of EL students shall be given notice of, and information regarding, the instructional program in the native language of the parent within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program (LIEP). The initial notice shall include the following:<sup>3</sup>

1. The reason for identifying the student as an EL student;
2. The student's level of English language proficiency, including how the level was assessed.
3. Information on the parent's right to withdraw the student from the program or choose another program or method of instruction if available.

- 1 Ongoing communication will include:
- 2 1. Methods of instruction used in the program and options related for other program types, if
- 3 available;
- 4 2. How the program meets the educational strengths and needs of the student and how the program
- 5 will help the student reach English language proficiency and meet academic standards;
- 6 3. Program exit requirements, rate of transition to a standard instructional program classroom, and
- 7 expected rate of high school graduation; and
- 8 4. How the program meets the goals of an EL student with an IEP.
- 9 Parent and family engagement will be encouraged, and parents will be regularly apprised of their child's
- 10 progress.<sup>4</sup>

---

#### Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D); State Board of Education Policy 3.207
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B); State Board of Education Policy 3.207
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A); State Board of Education Policy 3.207
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C); State Board of Education Policy 3.207

---

#### Cross References

Parent and Family Engagement 4.502

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Adult Education Program</b>	Descriptor Code: <b>4.208</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.8</b>	Issued: <b>02/13/18</b>

- 1 An adult education program shall be provided to enable students and out-of-school youth who are
- 2 seventeen (17) years of age and over to meet high school graduation requirements and receive a high
- 3 school diploma.<sup>1</sup>
- 4 Maryville City School shall cooperate with the Blount County Schools to provide educational
- 5 opportunities for adults through the Blount County Adult Education Program.

---

**Legal References**

1. TCA 49-6-409; TRR/MS 0520-01-02-.05

---

**Cross References**

Compulsory Attendance Ages 6.201

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.209</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

## 1 **CORRESPONDENCE/VIRTUAL/ONLINE COURSES**

2 High school students may earn, through correspondence, virtual, or online, a maximum of three (3)  
3 units of academic credit to be applied toward graduation requirements. Only two (2) units may be  
4 earned during any one (1) school year. Only courses offered by agencies and institutions recognized by  
5 the board shall be accepted. The approval of the principal or his/her designee shall be obtained before  
6 the course is taken. The principal or his/her designee and the student shall agree on a reasonable date  
7 for completion of the course(s). The student shall not receive credit if the course is not completed by  
8 the agreed date. An official record of the final grade must be received by the school before a diploma  
9 may be issued to the student. Students and/or their parent(s)/guardian(s) shall pay for approved courses  
10 the student chooses to take.

11 Credit from these correspondence, virtual, or online courses may be earned only in the following  
12 circumstances:

- 13 1. The course is not offered at the high school, or although the course is offered at the high school,  
14 the student has an unavoidable scheduling conflict;
- 15 2. The course will serve as a supplement to extend homebound instruction;
- 16 3. The student has been expelled from a regular school setting, but educational services are to be  
17 continued; or
- 18 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines  
19 the student requires a differentiated or accelerated learning environment.

20 The express approval of the principal or his/her designee shall be obtained before a student enrolls in a  
21 virtual course. The school must receive an official record of the final grade before credit toward  
22 graduation will be recognized.

23 All correspondence, virtual, and online courses will be treated as standard level courses for grade point  
24 average calculations.

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Credit Recovery</b>	Descriptor Code: <b>4.210</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.13</b>	Issued: <b>02/13/18</b>

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

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course  
3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.<sup>1</sup>

## 5 **ADMISSION AND REMOVAL**<sup>2</sup>

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed  
8 credit recovery course. Parent(s)/guardian(s) should be informed that not all postsecondary  
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will  
10 not accept credit recovery courses for credit; and  
11
- 12 2. The student has previously taken an initial, non-credit recovery section of the proposed course  
13 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty  
14 percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may  
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of  
17 the course and taken any applicable End of Course examinations.

18 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee  
19 Department of Education.

## 20 **INSTRUCTION AND CONTENT**<sup>1</sup>

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content  
22 and instruction.

23 The Director of Schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as  
25 approved by the State Board of Education; and  
26
- 27 2. Differentiate instruction to address individual student growth needs based on diagnostic  
28 assessment or End of Course data.

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 5 need; and
- 6
- 7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 8 earn credit.

9 **GRADES<sup>3</sup>**

10 Students passing credit recovery shall receive a grade of seventy percent (70%).

11 Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform  
12 Grading Policy.

---

Legal References

1. SBOE Policy 2.103(7)(b)
2. SBOE Policy 2.103(7)(a)
3. SBOE Policy 2.103(7)(c)

---

Cross References

Grading System 4.600  
Promotion and Retention 4.603

<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.6</b>	Issued: <b>02/13/18</b>

1 The following shall be adhered to:

- 2 1. All extracurricular activities and clubs must have the approval of the principal.
- 3 2. Each student activity must be under the guidance and direction of a staff member.
- 4 3. Student activities occurring before or after regularly scheduled school hours must be under the
- 5 supervision of the principal/designee.
- 6 4. Extracurricular activities shall only be open to students enrolled full-time in Maryville City
- 7 Schools. Guidelines for home school in TSSAA-sanctioned activities will follow state law and
- 8 TSSAA regulations.
- 9 5. Secret organizations shall not be operated in any school.
- 10 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time
- 11 which conflicts with his/her religious practices.<sup>1</sup>
- 12 7. A student on out-of-school suspension shall not be permitted to participate in extracurricular
- 13 activities.
- 14 8. Activities which restrict participation because of race, color, religion, sex, disabilities, or
- 15 national origin are strictly forbidden.<sup>1</sup>
- 16 9. Ninth grade students are allowed to participate in extracurricular activities at Maryville High
- 17 School.

---

#### Legal References

1. 34 CFR § 106.41; TCA 49-6-1002(c)

---

#### Cross References

Special Use of School Vehicles 3.402  
 Interscholastic Athletics 4.301  
 Field Trips and Excursions 4.302  
 Attendance 6.200

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.7</b>	Issued: <b>02/13/18</b>

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 opportunities shall be provided for members of both sexes.<sup>1</sup>

4 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
5 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport  
6 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal/designee  
7 must accompany an athletic team on trips.

8 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
9 of athletics.<sup>2</sup>

10 Head coaches in football, basketball, baseball, softball, and track and field shall be full-time employees  
11 of Maryville City Schools.

12 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
13 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
14 system as a named insured, of not less than the limits set forth in state law.<sup>3</sup>

15 Prior to participation in interscholastic athletics, every student shall complete an annual physical  
16 examination.<sup>4</sup> The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the  
17 examination, and these records shall be on file in the principal's office. It shall be the responsibility of  
18 the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in  
19 interscholastic athletics.

20 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any  
21 group of students for the purpose of attending the practice of any interscholastic sport during the school  
22 day without written permission from the Board. This does not prevent the inclusion of regular physical  
23 training lessons in the daily school program.<sup>5</sup>

24 Students shall not be required to attend a school athletic event, or event related to participation on a  
25 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
26 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior  
27 to the event.<sup>6</sup>

28 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
29 tolerate hazing activities.<sup>7</sup>



---

**Legal References**

1. 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TCA 29-20-403
4. TRR/MS 0520-01-03-.08(2)(b)
5. TCA 49-6-1002(a)
6. TCA 49-6-1002(c)
7. TCA 49-2-120

---

**Cross References**

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

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Field Trips/Excursions/Competitions</b>	Descriptor Code: <b>4.302</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.9</b>	Issued: <b>02/13/18</b>

1 The Board encourages field trips and excursions when the experiences are an integral part of the school  
2 curriculum and contribute to the Board's desired educational goals. The following will be considered  
3 before approving a field trip: (a) the value of the field trip to mastery of the learning objectives of the  
4 class; (b) the suitability of the activity and travel time for students; (c) the availability of transportation;  
5 (d) the cost.

6 The Director of Schools shall develop forms and procedures for submitting, reviewing, and approving  
7 requests for field trips. Any request for a field trip, excursion, or competition that requires students to  
8 travel out of state or stay overnight requires prior Board approval.

#### 9 **Teacher Promotion of Non-School Sponsored Trip or Activity**

10 Teachers are encouraged to provide students with information about optional educational activities or  
11 trips that offer expanded learning opportunities. The following restrictions shall apply:

- 12 • The teacher must clearly state that the activity is not sponsored by Maryville City Schools and
- 13 the system will not assume liability for any claim if a student opts to participate;
- 14 • If the teacher is to receive any benefit from student participation, the benefit must be clearly
- 15 defined at the time information is initially presented;
- 16 • Student may not be penalized in any way for refusing to participate;
- 17 • The dispensing of information shall not interrupt or detract from normal classroom activity.

---

#### Cross References

Special Use of School Vehicles 3.402  
Extracurricular Activities 4.300  
Attendance 6.200

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Instructional Materials</b>	Descriptor Code: <b>4.400</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 All classrooms and learning centers shall be equipped with the instructional materials needed to
- 2 provide quality learning experiences for students.
- 3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
- 4 generate critical thinking, and support the educational programs. The Director of Schools shall develop
- 5 procedures to review and reconsider instructional materials that are allegedly inappropriate.
- 6 Upon request, parent(s)/guardian(s) shall have the ability to inspect the following items: instructional
- 7 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by
- 8 their child's teacher.<sup>1</sup>

---

#### Legal References

1. 20 USCA § 1232h; 34 CFR § 98.3;  
TCA 49-6-7003

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Textbooks</b>	Descriptor Code: <b>4.401</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.9</b>	Issued: <b>02/13/18</b>

## 1 **SELECTION<sup>1</sup>**

2 The selection of textbooks shall be completed according to the laws and policies required by the State  
3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with  
4 the local textbook selection committees, subject to approval by the Board. The Director of Schools  
5 shall establish a procedure for providing citizens of the community with an opportunity to examine  
6 proposed textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location at which  
7 textbooks may be examined. Once the proposed textbooks have been approved by the Board, the  
8 Director of Schools shall post the list of all approved textbooks and instructional materials on the  
9 school district's website and send a copy of the list to the Commissioner of Education.

## 10 **COMPLAINTS & RECONSIDERATION**

11 The Director of Schools shall develop forms and procedures to enable citizens to file complaints  
12 regarding the selection or content of approved textbooks. Following the conclusion of this  
13 administrative process, a complainant may appeal an outcome to the Board.

## 14 **CARE OF TEXTBOOKS<sup>3</sup>**

15 Textbooks are property of the Board and shall be returned at the end of the school year, upon  
16 completion of the course or upon withdrawal from a course or school.

17 The Board shall approve and periodically review a schedule of fines for damaged books. A fine may  
18 only be assessed in cases where the student or parent/guardian damages, loses, or defaces the textbook,  
19 either through willful intent or neglect.<sup>4</sup>

20 The principal may include with the notice a provision stating that failure to pay the fine imposed  
21 within a reasonable time may result in the withholding of all grade cards, diplomas, certificates of  
22 progress, or transcripts until restitution is made.<sup>3</sup>

23 The principal may waive the assessment of fines when in his/her judgment the student is the victim of  
24 uncontrollable circumstances and not responsible for the damages.

## 25 **INSPECTION**

26 Textbooks shall be available for inspection by parent(s)/guardian(s) upon request, and the Director of  
27 Schools shall develop procedures for the inspection of materials and distribute these procedures to each  
28 principal.<sup>2</sup>

---

**Legal References**

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d)
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)

---

**Cross References**

Surplus Property Sales 2.403  
Reconsideration of Instructional Materials 4.403  
Controversial Materials 4.801  
Student Fees and Fines 6.709

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Reconsideration of Instructional Materials and Textbooks</b>	Descriptor Code: <b>4.403</b>  Rescinds: <b>9.9</b>	Issued Date: <b>02/11/19</b>  Issued: <b>02/13/18</b>
---	---	---	---

1 The Board supports principles of intellectual freedom inherent in the First Amendment of the  
2 Constitution of the United States<sup>1</sup> and expressed in the *Library Bill of Rights* of the American Library  
3 Association.

4 Because opinions differ, there may be questions concerning some instructional and library materials  
5 despite the quality of the selection process. If a complaint is made, the following procedure is to be  
6 followed:

- 7 1. Inform the complainant of the selection procedures and make no commitments.
- 8
- 9 2. Request the complainant to submit a formal Request for Reconsideration of Instructional  
10 Materials.
- 11
- 12 3. Inform the principal (and other appropriate personnel).
- 13
- 14 4. Keep challenged materials available for use during the reconsideration process.
- 15
- 16 5. Upon receipt of the completed form, the principal requests review of the challenged materials  
17 by an ad hoc materials review committee within fifteen (15) working days and notifies the  
18 appropriate supervisor and the Director of Schools that such review is being done. The review  
19 committee is appointed by the principal and includes certified library media personnel,  
20 representatives from classroom teachers, one or more parents, and may include one or more  
21 students.
- 22
- 23 6. The review committee shall take the following steps after receiving the challenged materials:
- 24
- 25 a. Read, view, or listen to the contested material in its entirety;
- 26 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 27 c. Determine the extent to which the material supports the curriculum;
- 28 d. Complete the appropriate Checklist for Reconsideration of Instructional Materials,  
29 judging the material for its strength and value; and
- 30 e. Present recommendation to principal for further action and to the Director of Schools  
31 for purposes of information.
- 32
- 33 7. If the complainant desires further action after receiving the recommendation of the committee  
34 and the decision of the principal, an appeal may be made to the Board.

---

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)

---

Cross References

Textbooks 4.401  
School and System Websites 4.407  
Controversial Materials 4.801

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Use of Copyrighted Materials</b>	Descriptor Code: <b>4.404</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.9</b>	Issued: <b>02/13/18</b>

1 In order to define the fair and reasonable use of copyrighted work for educational purposes without the  
2 permission of the copyright owner and to reduce the risk of copyright infringement, the Board shall  
3 require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the copying  
5 and/or the use of copyrighted materials;<sup>1</sup>
- 6 2. In the case of computer software, the ethical and practical problems caused by computer  
7 software piracy shall be taught in all computer courses;
- 8 3. The Director of Schools shall establish specific regulations regarding the copying, distribution,  
9 and use of copyrighted materials for instructional purposes<sup>1</sup>; and
- 10 4. The principal of each school shall establish practices which will enforce this policy at the  
11 school level.

---

#### Legal References

1. 17 USCA §§ 106, 107, 110

---

#### Cross References

School and System Websites 4.407  
Use of Multimedia 4.408  
Student Publications 6.704



<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Use of the Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.17</b>	Issued: <b>05/01/18</b>

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

#### **EMPLOYEES**

Before any employee is allowed use of the district's internet or intranet access, the employee shall sign a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Director of Schools shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement;
2. General rules and ethics of internet access;
3. Guidelines regarding appropriate instruction and oversight of student internet use; and
4. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>
  - Sending or displaying offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, defaming, or attacking others;
  - Damaging computers, computer systems, or computer networks;
  - Hacking or attempting unauthorized access to any computer;
  - Violation of copyright laws;
  - Trespassing in another's folders, work, or files;
  - Intentional misuse of resources;
  - Using another's password or other identifier (impersonation);
  - Using the network for commercial purposes; and
  - Buying or selling on the internet.

#### **STUDENTS**

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and
2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>
  - Sending or displaying offensive messages or pictures;
  - Using obscene language;

- Harassing, insulting, defaming, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Hacking or attempting unauthorized access;
- Violation of copyright laws;
- Trespassing in another's folders, work, or files;
- Intentional misuse of resources;
- Using another's password or other identifier (impersonation);
- Using the network for commercial purposes; and
- Buying or selling on the internet.

## INTERNET SAFETY MEASURES<sup>2</sup>

Internet safety measures shall be implemented that effectively address the following:

1. Controlling access by students to inappropriate matter on the internet and world wide web;
2. Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding students; and
5. Restricting students' access to materials harmful to them.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that blocks or filters internet access (for both students and adults) to material that is obscene, child pornography, or harmful to students;
2. Maintaining and securing a usage log; and
3. Monitoring online activities of students.<sup>2</sup>

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.<sup>2</sup>

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

## 1 E-MAIL

2 Users with network access shall not utilize district resources to establish electronic mail accounts through  
3 third-party providers or any other nonstandard electronic mail system. All data including e-mail  
4 communications stored or transmitted on school system computers shall be monitored.  
5 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence  
6 may be a public record under the public records law and may be subject to public inspection.<sup>3</sup>

## 7 INTERNET SAFETY INSTRUCTION<sup>4</sup>

8 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
9 computer resources. The Director of Schools shall provide adequate in-service instruction on internet  
10 safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the  
11 dangers posed by the internet and ways in which the internet may be used safely.

## 12 SOCIAL NETWORKING

- 13 1. District staff who have a presence on social networking websites are prohibited from posting  
14 data, documents, photographs, or inappropriate information that is likely to create a material and  
15 substantial disruption of classroom activity.
- 16 2. District staff are prohibited from accessing personal social networking sites on school computers  
17 or during instructional time except for legitimate instructional purposes.
- 18 3. The Board discourages district staff from socializing with students on social networking  
19 websites. The same relationship, exchange, interaction, information, or behavior that would be  
20 unacceptable in a non-technological medium is unacceptable when done through the use of  
21 technology.

## 22 VIOLATIONS

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

---

### Legal References

1. TCA 39-14-602
2. Children's Internet Protection Act (Public Law 106-554)
3. TCA 10-7-512
4. TCA 49-1-221

---

### Cross References

Use of Electronic Mail (e-mail) 1.805  
School and System Websites 4.407  
Controversial Materials 4.801  
Student Publications 6.704

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in November</b>	Descriptor Term: <b>School and System Websites</b>	Descriptor Code: <b>4.407</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.17</b>	Issued: <b>05/01/18</b>

## 1 **CONTENT STANDARDS**

2 The Board authorizes the creation of school and/or district web pages on the internet. Only those web  
3 pages maintained in accordance with board policy and established procedures shall be recognized as  
4 official representations of the district or individual schools. All information on a school or district web  
5 page must accurately reflect the mission, goals, policies, program, and activities of the school and  
6 district. The web page must have a purpose that falls within at least one (1) of three (3) categories:

- 7 1. Support of curriculum and instruction - intended to provide links to internet resources for  
8 students, parent(s)/guardian(s), and staff in the district;
- 9 2. Public information - intended to communicate information about the schools and district to  
10 students, staff, parent(s)/guardian(s), community, and the world at large; and
- 11 3. District technology support - intended to provide and respond to instructional and administrative  
12 technology needs of students and staff.

13 All material on a school website shall be either original to the school, in the public domain, or posted  
14 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,  
15 pictures, video, sounds, music, characters, logos, and trademarks. Web page publications shall follow all  
16 applicable copyright laws and guidelines.

17 Websites developed under contract for the school district or within the scope of employment by district  
18 employees are the property of the school district.

## 19 **PRIVACY STANDARDS<sup>1</sup>**

- 20 1. Because internet publications are available to the entire world, special care shall be taken to  
21 protect the privacy of students and staff. Web pages may not include personal identifying  
22 information regarding a student<sup>1</sup> such as: telephone numbers, addresses, names of other family  
23 members, names of friends, e-mail addresses, specific location of a student at any given time,  
24 grades, or any other academic information. No confidential information shall be published on or  
25 linked to the web site.
- 26 2. Student work may be published on web pages with written consent of the student's parent(s)/  
27 guardian(s) or the eligible student..
- 28 3. Links to student e-mail accounts are prohibited.

- a. The Director of Schools will develop procedures and forms to guide the media release of student photographs, videos, work, and corresponding identifying information.

### ADVERTISING/SPONSORSHIPS

Any use of advertising or sponsorships that appears on a school web site must be approved by the school web administrator, the principal, or the Director of Schools/designee. Guidelines for approval shall be established by the Director of Schools/designee and must be consistent with the Board's policies and guidelines used in other school and district publications.

### ADMINISTRATIVE PROCEDURES

The Director of Schools shall develop administrative procedures for development of web pages including content, quality, and consistency standards and shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity.

### CONCERNS/COMPLAINTS

The building principal or Director of Schools, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or the Director of Schools' office when related to the district web site. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration of instructional material.

---

#### Legal References

1. 20 USCA § 1232g (a)(5)(A)-(B); *Elementary & Secondary Education* (20 USCA § 7908) Sec. 9528; 10 USCA § 503

---

#### Cross References

Reconsideration of Instructional Materials 4.403  
 Use of Copyrighted Materials 4.404  
 Employee-Developed Materials 4.405  
 Use of the Internet 4.406  
 Controversial Materials 4.801  
 Student Publications 6.704

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>School Volunteers</b>	Descriptor Code: <b>4.501</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 The Board of Education endorses and encourages the use of volunteers in the schools.
- 2 All volunteers must be approved by the principal or designee and shall serve under the supervision and
- 3 direction of the professional personnel of the school to which they are assigned.
- 4 Volunteers shall serve without compensation but shall be insured by the Board against loss or damage
- 5 in the performance of their duties.<sup>1</sup>
- 6 Volunteers shall be encouraged to maintain the same confidentiality standards expected of school
- 7 personnel. Volunteers shall not have access to confidential student records.
- 8 The Director of Schools shall develop procedures to protect the safety of students, employees, and
- 9 volunteers.

---

**Legal References**

1. TCA 29-20-310(e)

---

**Cross References**

Visitors to the School 1.501  
Background Investigations 5.118

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Parent and Family Engagement</b>	Descriptor Code: <b>4.502</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.10</b>	Issued: <b>02/13/18</b>

## 1 GENERAL EXPECTATIONS FOR PARENT ENGAGEMENT

2 The Board is committed to increasing and ensuring the involvement of parents and other family  
3 members in the education of students.

4 The Board shall implement the following as required by federal or state laws or regulations:<sup>1</sup>

- 5 1. The school district shall annually work with parents in evaluating and potentially revising the  
6 provisions of this policy in improving the quality of schools. Such an evaluation shall strive to  
7 identify any barriers to greater participation by parents (with particular attention to parents who  
8 are economically disadvantaged, are disabled, have limited English proficiency, have limited  
9 literacy, or are of any racial or ethnic minority background).
- 10 2. The school district shall provide the coordination, technical assistance, and other necessary  
11 support to assist individual schools with planning and implementing parental involvement  
12 activities.
- 13 3. The school district shall involve parents with the development of required educational or  
14 improvement plans.
- 15 4. The school district shall coordinate and integrate parental involvement strategies with those  
16 associated with other federal or state programs.
- 17 5. The school district shall put into operation activities and procedures for the involvement of  
18 parents in all of its schools.<sup>2</sup> Those programs, activities, and procedures will be planned and  
19 operated with meaningful consultation with parents.
- 20 6. The school district shall ensure that activities and strategies are implemented to support this  
21 policy and included in the district plan.
- 22 7. The district improvement plan shall include strategies for parental participation in the district's  
23 schools which are designed to improve parent and teacher cooperation in such areas as  
24 homework, attendance, discipline, and higher education opportunities for students.
- 25 8. The district plan shall include procedures to enable parents to learn about the course of study of  
26 their children and have access to all learning materials.
- 27 9. The district plan shall identify opportunities for parents to participate in and support classroom  
28 instruction in the school. Such opportunities include, but are not limited to, organizing

fundraising activities, volunteering as a field trip chaperone, assisting in the library, computer lab or on the playground, offering after-school clubs, and recycling clothes.

10. If the school district's plan is not satisfactory to parents, the school district shall submit parental comments regarding the plan to the State Department of Education as required.

11. The school district shall ensure Title I schools are in compliance with the *Every Student Succeeds Act*.

The Director of Schools shall develop and implement any procedures necessary to accomplish the goals of this policy.

## **SCHOOL LEVEL POLICY**

Each school shall submit to the Director of Schools and the Board, for review and comment, its Title I school parent involvement policy which must meet state and federal requirements, including a school-parent compact. This school level policy shall be developed jointly with and distributed to parents of participating students. A copy of these documents shall be retained in the district office and made available on the school's (if applicable) and school system's website.

## **SUPPORT FOR PROGRAM**

If the Title I allocation is \$500,000 or more to the school system, then at least one percent (1%) of that allocation shall be reserved for the purpose of promoting parent involvement. Parents of students participating in the Title I programs shall be consulted on the use of these funds.

## **FAMILY-SCHOOL PARTNERSHIPS<sup>1</sup>**

Families and community members shall be engaged in the education of students based on the following standards:

1. Families are welcomed into the school community;
2. Families and school staff should engage in regular and meaningful communication about student learning;
3. Families and school staff should work together to support student learning and development;
4. Families are informed and encouraged to be advocates for students;
5. Families are full partners in the decisions that affect children and families; and
6. Community, civic, and business resources are made available to strengthen school programs, family practices, and student learning.



- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. Every Student Succeeds Act, Pub.L. 114-95, Dec. 10, 2015, 129 Stat. 1802; State Board of Education Policy 4.207; TCA 49-2-305; 20 USCA § 6318</li><li>2. TCA 49-6-7001</li></ol> | <p>English Learners 4.207<br/>Homeless Students 6.503</p> |
|---|---|

<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

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

The Director of Schools shall submit a copy of the grading, reporting, and assessment systems to the Board before the system is implemented.<sup>3</sup> These guidelines shall be communicated annually to students and parent(s)/guardian(s).<sup>1</sup>

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

#### **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

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

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

- A (93-100)
- B (85-92)
- C (75-84)
- D (70-74)
- F (0-69)

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

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

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and

- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

### LOTTERY SCHOLARSHIPS<sup>4</sup>

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

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

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

### LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>5</sup>

---

#### Legal References

1. TRR/MS 0520-01-03-.05(3), State Board of Education Policy 3.301
2. TCA 49-1-302(g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)

---

#### Cross References

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

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Reporting Student Progress</b>	Descriptor Code: <b>4.601</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

## 1 REPORT CARDS

2 Student progress reports shall be provided at least once every nine (9) weeks during the school year.  
3 The reporting procedure shall be in writing and shall be uniform for all reporting periods during each  
4 school year.<sup>1</sup>

5 In addition to the regular progress reports, principals and teachers are encouraged to confer with  
6 parent(s)/guardian(s) on the educational progress of their children. Teachers shall consult with  
7 parent(s)/guardian(s) of students who are working at an unsatisfactory level or whose performance  
8 shows a sudden deterioration. Parent(s)/guardian(s) shall be notified by the teacher as early in the  
9 school year as possible if the retention of a student is being considered.

## 10 PARENT CONFERENCES

11 At least two (2) times during the school year, conferences shall be scheduled in which  
12 parent(s)/guardian(s) and teachers may discuss any pertinent problems or other matters of concern  
13 regarding the development and education of each student. These scheduled conferences shall not use  
14 any portion of the 180 days of classroom instruction.<sup>2</sup> Conferences shall be physically accessible to all  
15 students and parent(s)/guardian(s).<sup>3</sup>

## 16 REPORTS OF WITHDRAWALS

17 The Director of Schools or the attendance director shall be responsible for complying with state laws  
18 and regulations relating to the reporting of withdrawals of students, and the Director of Schools is  
19 authorized to develop procedures to ensure compliance.<sup>4</sup>

### Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-7002
3. 28 CFR § 36.201
4. TCA 49-6-3017

### Cross References

School Calendar 1.800  
Section 504 & ADA Grievance Procedures 1.802  
Grading System 4.600  
Promotion and Retention 4.603  
In-Service and Professional Learning Opportunities 5.113  
Staff Time Schedules 5.602  
Attendance 6.200

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>GPA Calculation and Recognition</b>	Descriptor Code: <b>4.602</b>  Rescinds: <b>9.13</b>	Issued Date: <b>02/11/19</b>  Issued: <b>02/13/18</b>
---	--	--	---

It is the desire of the School Board that honors courses, courses for which students receive college credit, industry certification aligned courses, and Advanced Placement courses receive additional weight in GPA calculations. The Director of Schools shall develop procedures for GPA calculations, in accordance with the guidelines set forth by the State Board of Education, which will be communicated annually in the appropriate Student Handbooks.

## REPEATING COURSES IN GRADES 9-12

With the principal's permission, students may repeat courses on a space-available basis under provisions set forth in this policy.

Courses previously failed may be repeated in summer school or during the regular school year. Students with a final course grade between 50-69 may be eligible for credit recovery.

Courses passed with a grade of "B" or better may not be repeated. A passing grade of "C" or lower may be repeated with principal approval.

When a course is repeated, the higher of the two grades shall be computed as part of the accumulated grade point average. However, both the old and new grades will appear on the student transcript.

## CLASS RANKING

### For the graduating classes through 2019

Maryville City Schools will not rank students other than to identify the Valedictorian and Salutatorian. The Valedictorian and Salutatorian shall have earned the highest and next highest grade-point averages using the weighted GPA outlined in the appropriate Maryville High School course catalog. All grades included on the high school transcript shall be used in this calculation.

To become Valedictorian or Salutatorian, a student must be enrolled in Maryville High School at the beginning of the tenth (10th) grade and attend through the twelfth (12th) grade.

If there is a tie through the hundredth (100th) of a point for a valedictorian, all students qualify should be named.

### For the graduating classes of 2020 and beyond

The weighted GPA will be calculated on all course work as outlined in the Maryville High School course catalog.

1 Maryville City Schools shall not rank students numerically and a valedictorian and salutatorian will not  
2 be named. Instead for the purpose of honors recognition MCS will use the following Latin System:

- 3 • Summa Cum Laude 4.45 and above
- 4 • Magna Cum Laude 4.25 – 4.44
- 5 • Cum Laude 3.95 – 4.24

---

#### Cross References

Grading System 4.600

Graduation Requirements 4.605

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>  Rescinds: <b>9.12</b>	Issued Date: <b>02/11/19</b>  Issued: <b>02/13/18</b>
---	--	--	---

## 1 **PROMOTION<sup>1</sup>**

2 The Director of Schools/designee shall promote students to the next grade level based on the  
3 successful completion of required academic work and on the satisfactory progress in each of the  
4 relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the  
5 student has shown a basic understanding of curriculum and the ability to perform the skills required in  
6 the subject of reading as demonstrated by the student's grades or standardized test results. This  
7 requirement shall not apply to students who are participating in a board-approved, research-based  
8 intervention prior to the beginning of the next school year or to students who have an individualized  
9 education program (IEP).<sup>2</sup>

10 Students who have difficulty in achieving the requirements for promotion may be considered for  
11 retention. Factors used to identify students for retention shall include:<sup>2</sup>

- 12 1. The student's ability to perform at the current grade level;
- 13
- 14 2. The results of local or state assessments, if applicable;
- 15
- 16 3. The overall academic achievement of the student;
- 17
- 18 4. The student's chance for success with more difficult material if promoted to the next grade;
- 19
- 20 5. Attendance; and
- 21
- 22 6. Social and emotional maturity.

23 When a student is considered for retention, the student's parent/guardian shall be notified within  
24 fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid  
25 retention. This plan will be provided to the student's parent/guardian.

26 The Director of Schools shall develop procedures governing how decisions on retention will be made  
27 after the student begins work on his/her individualized promotion plan.

## 28 **RETENTION<sup>1</sup>**

29 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP  
30 team, such retention is in the best interest of the student. However, a student shall not be retained more  
31 than once in any grade.

1 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
2 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the  
3 student's parent/guardian within ten (10) days of its development. This plan shall include at least one  
4 of the following strategies:

- 5 1. Adjustment to the current instructional strategies or materials;
- 6
- 7 2. Additional instructional time;
- 8
- 9 3. Individual tutoring outside of school hours;
- 10
- 11 4. Modification to the student's classroom assignment to ensure the student receives
- 12 instruction from a highly effective teacher; or
- 13
- 14 5. Attendance or truancy interventions.

15 The Director of Schools shall develop procedures to ensure proper monitoring of students who are  
16 retained and appropriate recordkeeping.

17 For the purpose of determining the effectiveness of retention toward improving student achievement,  
18 the progress of retained students shall be monitored for at least three (3) years.

## 19 **PROMOTION AND RETENTION – GRADES 9-12**

20 Each student is a member of a cohort group determined by the year they entered 9<sup>th</sup> grade. Students  
21 will progress through grades 9-12 with their cohort group. Those not meeting graduation requirements  
22 at the end of the eighth term will be retained as a 12<sup>th</sup> grader.

---

### Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

---

### Cross References

Credit Recovery 4.210  
Grading System 4.600  
Reporting Student Progress 4.601  
Attendance 6.200  
Student Assignments 6.205



<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Credit for Prior Courses</b>	Descriptor Code: <b>4.604</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.13</b>	Issued: <b>02/13/18</b>

- 1 Students who have successfully completed high school courses for credit prior to ninth grade can
- 2 receive credit(s) toward graduation. The course content must be based on the appropriate state
- 3 curriculum standards. The high school transcript will indicate that the course was passed, but the
- 4 course will not be included in the calculation of the GPA.
- 5 With principal approval, a student may repeat a course taken prior to ninth grade. If a course is
- 6 repeated, there will be no record of the course taken prior to grade nine on the high school transcript.

<b>Maryville City Board of Education</b>			
Monitoring:  <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.13</b>	Issued: <b>02/13/18</b>

# 1 *General*

2 The required number of credit for graduation will be four less than the number a student is able to earn  
3 in grades 9-12 carrying a full load each term. In addition to the graduation requirements of the Tennessee  
4 State Board of Education, students graduating from Maryville High School must complete a fourth credit  
5 in science. Maryville High School will provide a *Scholars Prep Guide* for each graduating class  
6 containing detailed graduation requirements.

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

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

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

21 Before graduation, every student shall:<sup>1</sup>

- 22 1. Achieve the specified units of credit;
- 23 2. Take the required end of course exams;
- 24 3. Have satisfactory records of attendance and conduct;
- 25 4. Take the ACT or SAT prior to graduation;<sup>2</sup> and
- 26 5. Complete a United States civics test.<sup>3</sup>

## 27 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

28 Special education students who have received the below diplomas may continue to make progress  
29 towards a regular high school diploma until the end of the school year in which they turn twenty-two  
30 (22) years old.

### 1 *Special Education Diploma*

2 A special education diploma shall be awarded to students who have not met the requirements for a regular  
3 high school diploma,<sup>5</sup> but have:

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

### 7 *Occupational Diploma*

8 Special education students who do not meet the requirements for a regular high school diploma may be  
9 awarded an occupational diploma if the student has:<sup>1,4</sup>

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

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

### 18 *Alternate Academic Diploma*

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

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

### 28 **STUDENT LOAD**

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

### 32 **MOVE ON WHEN READY ACT<sup>7</sup>**

33 The Move on When Ready Act provides high school students the opportunity to graduate early by  
34 meeting certain requirements. Students intending to graduate early through this route shall inform the

1 school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as soon thereafter as the intent is  
2 known.

3 In order to graduate early under the Move on When Ready Act, students must meet the following  
4 requirements:

- 5 1. Earn the required eighteen (18) credits specified in State Board Policy;
- 6 2. Achieve a benchmark score for each required end-of-course exam;
- 7 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 8 4. Meet the minimum ACT or SAT benchmark score;
- 9 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 10 6. Complete at least two (2) types of the following courses:
  - 11 a. AP;
  - 12 b. IB;
  - 13 c. Dual enrollment; or
  - 14 d. Dual credit.

15 The Director of Schools shall develop administrative procedures to ensure that the Move on When  
16 Ready Act is conducted in accordance with state law.

---

#### Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

---

#### Cross References

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

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Graduation Activities</b>	Descriptor Code: <b>4.606</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 Students who have met all graduation requirements on the day of graduation may participate in
- 2 graduation activities.
- 3 Graduation apparel shall be determined by the administration of each school and shall be the personal
- 4 expense of each student. Any fees required for graduation ceremonies shall be waived for students who
- 5 are eligible to receive free or reduced price lunches.<sup>2</sup>
- 6 Graduation ceremonies shall be physically accessible to all students, their parent(s)/guardian(s), and
- 7 other interested citizens.<sup>3</sup>
- 8 Students who do not wish to participate in graduation activities shall notify the school principal in writing
- 9 at least five (5) days prior to the day of graduation. Non-participating students shall receive their
- 10 diplomas or certificates from the principal's office within two (2) weeks of the day of graduation.
- 11 The ceremony and all activities included shall not be religious in nature.<sup>4</sup> The content of any students'
- 12 speeches shall not reflect the endorsement, sponsorship, position, or expression of the school, employees,
- 13 or Board.
- 14 The Director of Schools shall develop procedures to ensure that appropriate students are recognized at
- 15 graduation as required by the State Board of Education.<sup>5</sup>

---

#### Legal References

1. TCA 49-6-405
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-6-6010

---

#### Cross References

Section 504 & ADA Grievance Procedures 1.802  
Student Fees and Fines 6.709

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Waivers of Rules and Regulations</b>	Descriptor Code: <b>4.607</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 If the Board finds that a state rule, regulation, or statute inhibits or hinders the district's ability to meet
- 2 its goals or comply with its mission, it may apply for a waiver from such rule, regulation, or statute to
- 3 the Commissioner of Education.<sup>1</sup> However, the Board shall not seek a waiver from those rules and
- 4 regulations that are specifically excluded by state law.
  
- 5 In the event of a natural disaster that results in the enrollment of displaced students, the Board may
- 6 request a waiver from maximum class sizes.<sup>2</sup>

---

#### Legal References

1. TCA 49-1-201(d)(1)
2. TCA 49-1-104(f)

# Maryville City Board of Education

<b>Monitoring:</b>  <b>Review: Biennially, in August</b>	<b>Descriptor Term:</b>  <h2 style="text-align: center;">Transcript Alterations</h2>	<b>Descriptor Code:</b> <b>4.608</b>	<b>Issued Date:</b> <b>02/11/19</b>
		<b>Rescinds:</b>	<b>Issued:</b>

- 1 Any student transcript alteration shall be supported by documentation.<sup>1</sup> This documentation shall
- 2 include the reason for the transcript alteration and evidence that the student earned the grade reflected
- 3 in the altered transcript.
- 4 Maryville City Schools shall not retaliate against an employee who brings unauthorized transcript
- 5 alterations to the attention of school officials.<sup>1</sup>
- 6 The Director of Schools shall develop procedures to implement this policy.

---

#### Legal References

1. Public Acts of 2018, Chapter No. 557

---

#### Cross References

Grading System 4.600

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>02/11/19</b>
		Rescinds: <b>9.14</b>	Issued: <b>02/13/18</b>

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;<sup>1</sup>
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.<sup>2</sup>

21 The Director of Schools shall be responsible for planning and implementing the program, which  
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the tests;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32
- 33 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special  
34 learning program might be necessary.



1 State-mandated student testing programs shall be undertaken in accordance with procedures published  
2 by the State Department of Education.<sup>3</sup>

### 3 **WEIGHTING TCAP SCORES**

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores shall compose 15% of second term (spring semester) grades for students in  
5 grades four through twelve. The scores will not factor into the final grades for students in third grade.

6 Raw scores will be converted to a 100 point scale using a methodology based on a comparative  
7 distribution to class grades.

8 The Director of Schools may exclude these scores from students' final grades if results are not received  
9 by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

### 10 **TESTING INFORMATION AND PARENTAL CONSENT**

11 Any test directly concerned with measuring student ability or achievement through individual or group  
12 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
13 of the system without first obtaining written consent of the parent(s)/guardian(s).<sup>2</sup>

14 Results of all group tests shall be recorded on students' permanent records and shall be made available  
15 to appropriate personnel in accordance with established procedures.<sup>6</sup>

16 No later than July 31<sup>st</sup> of each year, the Board shall publish on its website information related to state  
17 and board mandated tests that will be administered during the school year. The information shall  
18 include:<sup>7</sup>

- 19 1. The name of the test;
- 20
- 21 2. The purpose and use of the test;
- 22
- 23 3. The grade or class in which the test will be administered;
- 24
- 25 4. The tentative date or dates that the test will be administered;
- 26
- 27 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results  
28 of the test;
- 29
- 30 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-  
31 required tests; and
- 32
- 33 7. If a board mandated test, how the test complements and enhances student instruction and  
34 learning and how it serves a purpose distinct from state-required tests.

- 1 Testing information shall also be placed in student handbooks or other school publications that are
- 2 provided to parent(s)/guardian(s) on an annual basis.

---

**Legal References**

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(8); TRR/MS 0520-01-03-.06(1)(c)
4. TCA 49-1-617; Public Acts of 2018, Chapter No. 817
5. TRR/MS 0520-01-03-.06(1)(c)(2); State Board of Education Policy 2.103; Public Acts of 2018, Chapter No. 817
6. TCA 10-7-504
7. TCA 49-6-6007; State Board of Education Policy 2.103

---

**Cross References**

Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

<b>Maryville City Board of Education</b>			
Monitoring:  Review: Biennially, in August	Descriptor Term:  <b>Maintaining Test and Data Security</b>	Descriptor Code: <b>4.701</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

1 *General*

2 Security procedures shall adhere to guidelines issued by the State Department of Education.<sup>1</sup>

3 **TESTING SECURITY**

4 Annually, the Board shall designate a system testing coordinator who shall be responsible for  
5 administering, monitoring, and maintaining security of all tests to be administered within the school  
6 district. The principal of each school shall serve as or designate a building testing coordinator who  
7 shall be responsible for the administering, monitoring, and maintaining security of all tests given in  
8 his/her school.

9 Any employee found to have not followed security guidelines shall be placed on immediate  
10 suspension, and such actions shall be grounds for dismissal. Such actions shall be grounds for  
11 revocation of state license.<sup>2</sup> The Director of Schools shall report a breach of security to the State  
12 Department of Education's Office of Accountability and any testing irregularity to the Division of State  
13 Testing within twenty-four (24) hours of such events. In any class, grade, and/or school where a  
14 security breach is strongly suspected or verified, central office staff shall be present during subsequent  
15 tests for a period of two (2) years.

16 **DATA SECURITY**

17 Embargoed data may be shared with personnel as determined by the Director of Schools as set forth in  
18 procedure. Personnel shall not share embargoed data with external parties.<sup>3</sup>

---

Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607
3. State Board of Education Policy 2.600

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Controversial Issues</b>	Descriptor Code: <b>4.800</b>  Rescinds:	Issued Date: <b>02/11/19</b>  Issued:
---	---	---	--

The discussion of issues in the classroom which are politically, philosophically, or socially controversial shall be relevant to the subject matter being taught, related to educational objectives, appropriate for the age and maturity of students, and shall not materially or substantially disrupt or threaten to disrupt the discipline of the school.

To ensure that controversial issues are presented and discussed fairly and objectively and with instruction as their goal, the following guidelines shall be observed:

1. All personnel shall seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints;
2. Teachers shall encourage students to withhold judgment and to avoid making conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy;
3. Teachers shall seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions;
4. Teachers shall place major emphasis upon “why” and “how” to think rather than “what” to think; and
5. If the subject matter being taught involves conflicting opinions, theories, or schools of thought, the teacher shall ensure that differing sides of an issue are explored in order to help students develop their own critical faculties.

---

## Cross References

Staff Rights and Responsibilities 5.600  
Student Publications 6.704

# Maryville City Board of Education

Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Controversial Materials</b>	Descriptor Code: <b>4.801</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 Parent(s)/guardian(s) may request that a student not be required to read a book, use certain materials,
- 2 or participate in an activity. If the request to the teacher is denied, then a written request may be
- 3 submitted on the appropriate form to the principal.
  
- 4 No student who is granted such a request shall be penalized academically for his/her failure to
- 5 participate in an activity, read a book, or use certain materials.
  
- 6 The final decision concerning the use of controversial materials shall rest with the Board.

---

## Cross References

Textbooks 4.401  
 Reconsideration of Instructional Materials 4.403  
 Use of the Internet 4.406  
 School and System Websites 4.407

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term:  <b>Student Equal Access (Limited Public Forum)</b>	Descriptor Code: <b>4.802</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

## 1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school  
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or  
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and  
5 groups have the same abilities to access facilities and advertise their meetings.<sup>1,2,3,5</sup>

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

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

10 A student or a group of students who wish to conduct a meeting under this policy shall file an  
11 application with the principal at least three (3) days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:<sup>1</sup>

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school or its employees, or the  
15 Board;
- 16 3. The meeting shall not materially and substantially interfere with the orderly conduct of the  
17 school's educational activities or conflict with other previously scheduled meetings;
- 18 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,  
19 no employee shall be required to attend in this capacity if the content of the meeting is contrary  
20 to the beliefs of the employee; and
- 21 5. Non-school persons shall not direct, control, or regularly attend.

22 A student shall be permitted to voluntarily:

- 23 1. Pray in school, vocally or silently, alone, or with other students to the same extent and under  
24 the same circumstances as a student is permitted to vocally or silently reflect, meditate, or  
25 speak on non-religious matters alone or with other students in such school;
- 26 2. Express religious viewpoints in school to the same extent and under the same circumstances as  
27 a student is permitted to express viewpoints on non-religious topics or subjects in such school;
- 28

3. Speak to and attempt to share religious viewpoints with other students in school to the same extent and under the same circumstances as a student is permitted to speak to and attempt to share non-religious viewpoints with other students; and
4. Possess or distribute religious literature in school, subject to reasonable time, place, and manner restrictions, to the same extent and under the same circumstances as a student is permitted to possess or distribute literature on non-religious topics or subjects in such school.

#### **SCHOOL SPONSORED EVENTS<sup>4</sup>**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speaker. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;
2. There is an appropriate method of selecting student speakers which is based on neutral criteria; and
3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent, or promotes illegal drug use.

To the extent possible and practical and prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board or the school district and its employees.

Notice of this policy shall be provided in student handbooks and staff handbooks.

---

#### **Legal References**

1. 20 USCA § 4071
2. *Bd. Of Educ. v. Mergens ex rel. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

---

#### **Cross References**

Recognition of Religious Beliefs 4.803  
Prayer and Period of Silence 4.805

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Recognition of Religious Beliefs, Customs, &amp; Holidays</b>	Descriptor Code: <b>4.803</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees.
- 2 All students and staff members shall be tolerant of the views of others and not discriminate against
- 3 anyone for a religious viewpoint or lack of a religious viewpoint. Students and staff members shall be
- 4 excused from participating in practices which are contrary to their religious beliefs.<sup>1</sup>

## 5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

- 6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be
- 7 treated in the same manner as a student's voluntary expression of a secular viewpoint.

- 8 Students may express religious beliefs in homework, artwork, and other written and oral assignments
- 9 free from discrimination based on the religious content of their submissions. These assignments shall
- 10 be judged by ordinary academic standards of substance and relevance and against other legitimate
- 11 academic concerns. A student shall not be penalized or rewarded on account of the religious content of
- 12 the student's work.<sup>2</sup>

## 13 **RELIGIOUS HOLIDAYS**

- 14 Observance of religious holidays shall be as follows:<sup>3</sup>

- 15 1. The several holidays throughout the year which have both a religious and a secular basis
- 16 may be observed;<sup>4</sup>
- 17
- 18 2. The historical and contemporary values and the origin of religious holidays may be
- 19 explained in an unbiased and objective manner without sectarian indoctrination;
- 20
- 21 3. Music, art, literature, and drama having religious themes or basis are permitted as part of
- 22 the curriculum for school-sponsored activities and programs if presented in a prudent and
- 23 objective manner and as a traditional part of the cultural and religious heritage of the
- 24 particular holiday;
- 25
- 26 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching
- 27 aid or resource, provided such symbols are displayed as an example of the cultural and
- 28 religious heritage of the holiday and are temporary in nature; and
- 29
- 30 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with
- 31 religious holidays of all faiths. All students and staff members shall be tolerant of the views
- 32 of others. Students and staff members shall be excused from participating in practices
- 33 which are contrary to their religious beliefs.<sup>1</sup>



---

**Legal References**

1. TCA 49-6-2901 through 2906; State Board of Education Policy 4.208
2. TCA 49-6-1804
3. *Florey v. Sioux Falls Sch. Dist.*, 619 F. 2d 1311 (8th Cir. 1980)
4. TCA 49-6-3016

---

**Cross References**

Student Equal Access 4.802  
Attendance 6.200

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Religious Content of Courses</b>	Descriptor Code: <b>4.804</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

1 Educational content which consists of religious themes shall be presented in a factual, objective, and  
 2 respectful manner in accordance with the following guidelines:

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs,  
 4 provided it is essential to the learning experience in the various fields of study and is presented  
 5 objectively;
- 6 2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
- 7 3. The emphasis on religious themes shall be only as extensive as necessary for a balanced and  
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,  
 9 foster, or demean any particular religion, religious tenets, or beliefs;<sup>1</sup> and
- 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-  
 11 beliefs about a religious theme shall be accommodated.

---

#### Legal References

1. TCA 49-6-1005(a)

---

#### Cross References

Basic Curriculum Program 4.201  
 Staff Rights & Responsibilities 5.600

<b>Maryville City Board of Education</b>			
Monitoring: <b>Review: Biennially, in August</b>	Descriptor Term: <b>Prayer and Period of Silence</b>	Descriptor Code: <b>4.805</b>	Issued Date: <b>02/11/19</b>
		Rescinds:	Issued:

- 1 There shall be no school-sponsored or school-directed public prayer at any school-sponsored or school
- 2 directed activity,<sup>1</sup> but a period of silence may be observed.<sup>2</sup>
- 3 The teacher of the first class of each day shall call the students to order to observe a moment of silence.
- 4 No other action shall be taken by a teacher other than to maintain silence during this time.

---

**Legal References**

1. *Lee v. Weisman*, 505 U.S. 577 (1992)
2. TCA 49-6-1004

---

**Cross References**

Student Equal Access 4.802



FileWave (USA), Inc.  
 7320 E 86th Street Suite 100  
 Indianapolis, IN 46256  
 317-863-6282  
 317-755-0944 (fax)  
 Federal Tax ID: 68-0435953

**Price Quote #:** 4867  
**Account Manager:** Stephen Mirante  
**Expiration Date:** 2018-09-28

Maryville City Schools

833 Lawrence Avenue  
 Maryville, TN 37803

Description	Unit	No. of Licenses	Support Months	List Price	Quoted Price	Total \$
US Student Enrollment Site License	Support	5,400	24	\$17.04	\$12.96	\$69,984.00
2 Year Purchase Discount Approved						
US On-Site Training, 2 Days	Training				\$5,000.00	\$5,000.00
				List Price Subtotal:		\$97,016.00
				Total Discount:		\$22,032.00
				<b>Total:</b>		<b>\$74,984.00</b>

#### **Notes**

This quote is for the purchase of Support for a FileWave District Site License; based on student enrollment of 5,400 (for WinOS, macOS, iOS, tvOS Android and ChromeOS) including BYOD. Quote also includes 2 days of onsite training with a certified FileWave Engineer. This quote is contingent on customer agreeing to a 24 month support agreement.

Please fax your PO to us at 317-755-0944, or email us at [usadmin@filewave.com](mailto:usadmin@filewave.com)

#### **Expansion During Initial Year**

The customer may expand the FileWave system through the purchase of additional items. The purchase price will be the same as the initial cost per item.

#### **Support Agreement**

Support is mandatory for all customers and is provided for an annual fee. The initial support period covers 12 months for the Annual Edition and 24 or more months for the Multi Year Edition. The support agreement will be renewed and invoiced automatically each year unless one of either parties cancels the agreement at least sixty (60) days prior to the expiration date. FileWave's support program includes updates and support via phone, email, and access to FileWave Alliance. Upgrades include full future versions of FileWave but will exclude additional components and/or separate products. It is at FileWave's discretion to charge fees for upgrades.

#### **Payment Terms**

All invoices are due 30 days upon receipt of the invoice.

Please note that we cannot distribute software and licenses to you without a signed support agreement. Thank you for your cooperation regarding this matter.