

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:30 PM, November 5, 2018
FOOTHILLS ELEMENTARY SCHOOL

- I. CALL TO ORDER** **CHAIRMAN POPE**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE – Pete and Ben Clendenin, 3rd and 1st grade students
- II. UPDATE FROM FOOTHILLS ELEMENTARY SCHOOL** – Karen Schito, Principal
- III. ADOPT AGENDA**
- IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- V. CONSENT AGENDA ITEMS**
1. Approve Minutes of October 15, 2018, meeting (Attachment)
 2. Approve Board Policy Manual Section 2 – Fiscal Management – Second Reading
 3. Ratify Executive Committee approval of Maryville High School Residential and Commercial Construction Class overnight trip to Atlantic Beach, NC, for TN Disaster Relief – Funding Source: TN Education Economic Development Grant (Attachment A1)
 4. Ratify Executive Committee approval for Montgomery Ridge Intermediate School to purchase from Lightspeed Sound amplification systems for classrooms of core subject areas – Funding Source: MCSF \$20,620 (Attachment A2)
 5. Approve 2018 LEA Compliance Report (Attachment A3)
 6. Approve Maryville High School wrestling team overnight trip to Mountain Brook HS Invitational in Mountain Brook, AL (Attachment A4)
 7. Approve Aruba Mobility Master upgrade and installation from MXN Corp. – Funding Source: Technology Equipment \$15,896 (Attachment A5)
 8. Approve MXN Enterprise monitoring and remote support – Funding Source: Technology Equipment \$14,154 (Attachment A6)
- VI. AGENDA ITEMS**
1. Consider an agreement with Genesis Diversity Solutions for a three-year diversity initiative
 2. Consider Board Policy Manual Section 3 – Support Services – First Reading (Attachment B1)
- VII. REPORTS FROM DIRECTOR OF SCHOOLS**
- VIII. RECOGNITION OF STAFF AND STUDENTS**
- IX. COMMENTS FROM BOARD MEMBERS**
- X. ADJOURN**

Upcoming meeting date:

December 10, 2018 – 5:30 pm, Maryville High School

January 14, 2019 – 5:30 pm, Sam Houston Elementary School



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

October 16, 2018
Maryville City School Board
Executive Committee Meeting

Approve Maryville High School Residential and Commercial Construction Class
overnight trip to Atlantic, Beach, NC, for TN Disaster Relief –Funding Source: TN
Education Economic Development Grant

APPROVED:

Director of Schools *Mike Winstead* Date 10/16/2018

Chairman, Board of Education *Bethany N Pope* Date 10/16/2018

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

Request to Release Students for a School-Related Event

Teacher: Allen Course/Team/Organization Residential + Comm. Construction

Event: TN Disaster Relief - Atlantic Beach, NC

Dates of Trip: (Include departure/return time) From Nov. 4 TO Nov. 8

Overnight _____ In-County _____ Out-of-County _____ Out-of-State X
(Requires Board Approval) (Requires Board Approval)

Transportation: Walk _____ Parents Provide _____ Bus _____ Number of buses _____ Van.

Educational

Purpose: Take a group of students to assist in restoring homes damaged by the hurricanes. It allows students to perform skills learned in the class to help a community that has been affected by the storms. Allows students to opportunity to serve and be apart of something bigger than themselves.

Cost to Each Student 0 Means of Funding Trip TN Ed. Economic Development Grant

Teacher Signature: [Signature] Date 10-15-18

Request Approved: ✓ Request Not Approved _____

Principal's Signature: [Signature] Date 10/15/18

Superintendent Signature: [Signature] Date 10-15-18

School Board Approved: Executive Committee Date 10/16/18

IMPORTANT REQUIREMENT

- Please give classroom teachers a minimum of two week's notice of you event.
- To help administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Macheala Humphrey



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

October 24, 2018
Maryville City School Board
Executive Committee Meeting

Approve Montgomery Ridge Intermediate School purchase from Lightspeed Sound amplification systems for classrooms of core subject areas. Funding Source: Maryville City Schools Foundation Grant - \$20,620.00

APPROVED:

Director of Schools *Mike Winstead* Date 10/24/2018

Chairman, Board of Education *Bethany N Pope* Date 10/24/2018

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles



Lightspeed Technologies, Inc.
11509 SW Herman Rd.
Tualatin OR 97062
1-800-732-8999
www.lightspeed-tek.com

Invoice 117282
Date 10/17/2018
PO # MRIS-1427
Terms Net 30
Order # 115018

A2 2

Bill To: 34210:12

ACCOUNTS PAYABLE
MONTGOMERY RIDGE INTERMEDIATE
835 MONTGOMERY LANE
MARYSVILLE TN 37803
United States

Ship To

MONTGOMERY RIDGE INTERMEDIATE
835 MONTGOMERY LANE
MARYSVILLE TN 37803
United States

Quantity	Item	Unit Price	Amount
20	RCA-F REDCAT ACCESS WITH FLEXMIKE	\$1,031.00	\$20,620.00

Subtotal \$20,620.00

Tax Total \$0.00

Fr \$0.00

Total \$20,620.00

Amount Due \$20,620.00

Thank you for your order. This invoice is due 11/16/2018.

Your Territory Manager is Steve Bishop (steve.bishop@lightspeed-tek.com).

Shipping UPS Ground Tracking #: 1Z8492300362762412 1Z8492300362315431 1Z8492300361716027 1Z8492300363417696
1Z8492300363051072 1Z8492300361895567 1Z8492300361139482 1Z8492300362708534 1Z8492300363918798 1Z8492300363684648
1Z8492300363428460 1Z8492300363450604 1Z8492300361329704 1Z8492300362639510 1Z8492300361995744 1Z8492300363936750
1Z8492300362031121 1Z8492300362667650 1Z8492300362522583 1Z8492300363156174

Bid Name: MN_Sourcewell_#111616_Cat

Call 1-800-732-8999 for a return authorization number. Returns after 30 days may incur a restocking charge. Merchandise that is returned damaged will require assessment before account is credited. No returns accepted on custom frequencies. Balances unpaid after 30 days from date of invoice are subject to a charge of 1.5% per month. Maximum payment with a credit card is \$15,000. For questions and/or concerns please call 1-800-732-8999 or email ar@lightspeed-tek.com.



2018 LEA Compliance Report

This Compliance Report is one document used by the Tennessee Department of Education (TDOE) in the annual process of ensuring local education agencies (LEAs) are in compliance with all state laws and State Board of Education (SBE) rules. All LEAs must complete this form, including the Area of Non-Compliance page if applicable, and return it to the TDOE.

RETURN COMPLETED FORM VIA EMAIL TO:

LaQuisha Oliver
Director of School Approval
Tennessee Department of Education
LaQuisha.Oliver@tn.gov

DUE DATE:

November 30, 2018

Please be advised that LEAs are required to comply with all state education laws and SBE rules. The commissioner of education is responsible for ensuring all school laws and SBE rules are faithfully executed and is charged with taking corrective action when an LEA is not in compliance with state education laws and SBE rules and is not following a TDOE approved plan addressing compliance issues. All LEAs should carefully check the status of compliance with all state education laws and SBE rules prior to execution of this Compliance Report. The adherence by LEAs to some laws and rules are monitored through other data sources and all data sources will be considered when the TDOE makes final decisions regarding LEA compliance with laws and rules.

I certify that, except for those items listed in the attached document which includes a compliance plan for each item, the LEA is in compliance with all Tennessee statutes and SBE rules.

Area of Non-Compliance Form is attached: Yes ☐ No ☐

LEA Name: _____

Director of Schools Name: _____

Director of Schools Signature: _____

Date of Board Approval: _____

Board Chair Name: _____

Board Chair Signature: _____

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2018 legislative session:

https://www.tn.gov/content/dam/tn/education/legal/legal_legislative_report_2018.pdf

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact TDOE's General Counsel, Christy Ballard at (615)741-2921.

Areas of Noncompliance Form

AREA(S) OF NONCOMPLIANCE:	PLAN FOR COMPLIANCE:

Request to Release Students for a School-Related Event

A4

Teacher: Alex Cate Course/Team/Organization Wrestling

Event: Mountain Brook HS Invitational in Mountain Brook, AL

Dates of Trip: (Include departure/return time)

Departure Date Dec 7 Departure Time 10:00am

Return Date Dec 8 Return Time 8:00pm

Check all that apply:

In-County Out-of-County Overnight* X Out-of-State* X

*(Requires Board Approval)

Transportation: Walk Provide Bus X Number of buses 1

Cost to Each Student \$25 Means of Funding Trip Athlete fee and Wrestling Fundraisers

Educational Purpose: competition, perseverance, character

Teacher Signature: RA Cate Date 10-16-18

Request Approved: ✓ Request Not Approved

Principal's Signature: Boal Date 10/16/18

Superintendent Signature: Winters Date 10-16-18

*School Board Approved: Date

IMPORTANT REQUIREMENT

Please give classroom teachers a minimum of two weeks' notice of the event.

To help administration, teachers, and the Attendance Office, please return list of students alphabetically and indicate their grade level.

Please return to Macheala Humphrey



PMB306
1025 Rose Creek Dr., #620
Woodstock, GA 30189
770-926-1884
www.mxncorp.com
insidesales@mxncorp.com

Bill To

Maryville City Schools
833 Lawrence Ave
Maryville TN 37803

Ship To

Maryville City Schools
833 Lawrence Ave.
A Lombardo/1001819136
Maryville TN 37803

Quote**A5**

Date 9/26/2018
Quote # QT101748
Expires 10/26/2018
Project

Please submit PO to insidesales@mxncorp.com
or fax to 770-926-9448.
Thank you!

Item	Quantity	Description	Unit Price	Ext Amount	Tax Rate
JY896AAE	1	Aruba MM-VA-1K Mob Master SW E-LTU	\$11,896.60	\$11,896.60	
Installation	1	MXN Installation: Upgrading from 6.5 to 8.x firmware with no mobility master. If there are any questions or concerns, please contact your MXN Account Representative.	\$4,000.00	\$4,000.00	

Subtotal \$15,896.60
Tax (%) \$0.00
Total \$15,896.60

Materials will be billed upon shipment. Labor will be billed as incurred.

All credit card orders will incur a 2% processing fee.

Please visit www.mxncorp.com/services/technical-services-and-support for information on MXN Support Services.

We appreciate your business!



PMB306
1025 Rose Creek Dr., #620
Woodstock, GA 30189
770-926-1884
www.mxncorp.com
insidesales@mxncorp.com

Bill To

Maryville City Schools
833 Lawrence Ave
Maryville TN 37803

Ship To

Maryville City Schools
833 Lawrence Ave.
A Lombardo/1001819136
Maryville TN 37803

Quote**A6**

Date 10/16/2018
Quote # QT101785
Expires 11/15/2018
Project

Please submit PO to insidesales@mxncorp.com
or fax to 770-926-9448.
Thank you!

Item	Quantity	Description	Unit Price	Ext Amount	Tax Rate
TSSMXNMITelMonit oring&Support	1	MXN Monitoring & Support: Enterprise+ Terms: Per Attached Support Plan Contract Effective: 11/30/2018 Ending: 11/29/2019 Please Email Purchase Orders to insidesales@mxncorp.com or Fax to 770-926-9448. Please note that Mitel Services Support Plans that are not renewed before their expiration date will incur significant penalties from Mitel to renew expired Software Assurance. Please contact us for additional information. Thank you!	\$14,154.00	\$14,154.00	

Subtotal	\$14,154.00
Tax (%)	\$0.00
Total	\$14,154.00

Materials will be billed upon shipment. Labor will be billed as incurred.

All credit card orders will incur a 2% processing fee.

Please visit www.mxncorp.com/services/technical-services-and-support for information on MXN Support Services.

We appreciate your business!

Maryville City Board of Education

Section 3 – Support Services

Descriptor Code	Policy Title	Issued Date
3.100	Business Management Goals	12/10/18
Facilities Management		
3.200	Buildings and Grounds Management	12/10/18
3.201	Safety	12/10/18
3.202	Emergency Preparedness Plan	12/10/18
3.203	Crisis Management	12/10/18
3.205	Security	12/10/18
3.206	Community Use of School Facilities	12/10/18
3.208	Facilities Planning	12/10/18
3.209	Estimating Facility Costs	12/10/18
3.210	Naming Facilities	12/10/18
3.211	New Project Planning	12/10/18
3.212	District Water Testing	12/10/18
3.216	Retirement of Facilities	12/10/18
3.218	Service Animals in District Facilities	12/10/18
3.219	Use of Unmanned Aircraft Systems (Drones)	12/10/18
Equipment and Supplies Management		
3.300	Equipment and Supplies Management	12/10/18
Transportation Management		
3.400	Student Transportation Management	12/10/18
3.4001	Commercial Advertising on School Buses	12/10/18
3.401	Scheduling and Routing	12/10/18
3.404	Private Vehicles	12/10/18
Food Service Management		
3.500	Food Service Management	12/10/18
Insurance Management		
3.600	Insurance Management	12/10/18
3.601	Student Insurance Program	12/10/18
3.602	Workers' Compensation	12/10/18

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Business Management Goals	Descriptor Code: 3.100	Issued Date: 12/10/18
		Rescinds: 5.1	Issued: 09/18/17

- 1 The Board establishes these general goals for its facilities management program:
- 2 1. To develop a plan for the management of buildings and grounds which provides a safe, secure,
- 3 comfortable, and clean environment for instruction and administration;
- 4 2. To provide a building maintenance program which protects the taxpayer's investment in
- 5 facilities and ensures their continued use;
- 6 3. To provide sufficient supplies and equipment for effective teaching and learning;
- 7 4. To provide a student transportation system which meets state requirements;
- 8 5. To design and implement a program of food services which emphasizes nutritional needs of
- 9 children as the basis of growth and development of bodies and minds;
- 10 6. To collect and maintain data pertinent to educational planning; and
- 11 7. To provide a sound program of insurance protection for system employees, students, and
- 12 property.

Cross References

School District Goals 1.700

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Building and Grounds Management	Descriptor Code: 3.200 Rescinds: 5.2	Issued Date: 12/10/18 Issued: 09/18/17
--	--	---	---

1 The Director of Schools shall develop and implement a program of maintenance of all district-owned
 2 buildings and grounds. The program shall ensure facilities are clean, properly maintained, and
 3 provided with the following:¹

- 4 1. Adequate custodial programs for all schools;
- 5 2. Improvement and maintenance of school buildings and grounds;
- 6 3. Repairs, including repairs of equipment and painting; and
- 7 4. Determination of obsolete/surplus equipment.

8 The following are responsibilities of building principals:²

- 9 1. Overseeing the operation of the school and requiring that the personnel assigned to the building
 10 keep it in a clean, healthy, and pleasant condition;
- 11 2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions; and
- 12 3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate
 13 channels.

14 Staff members shall not alter or have changed any part of the school building, grounds, or school
 15 furniture without approval of the Director of Schools and Building Principal.
 16

Legal References

1. TCA 49-2-301(b)(1)(G)
2. TCA 49-2-303(b)(1)

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: <h2 style="text-align: center;">Safety</h2>	Descriptor Code: 3.201 Rescinds: 5.3	Issued Date: 12/10/18 Issued: 09/18/17
---	--	---	---

- 1 In accordance with board policy, the principal of each school shall develop procedures for keeping
- 2 school facilities safe and free from hazards.¹
- 3 All employees shall report current and potential hazards to their immediate supervisor(s).
- 4 Each principal is responsible for seeing that safety is a part of the instructional program of the school
- 5 as required by law.¹
- 6 The safety program shall include:
 - 7 • Fire prevention;
 - 8 • Accident prevention;
 - 9 • Warning systems;
 - 10 • Emergency drills;
 - 11 • Traffic safety;
 - 12 • Safety inspections;
 - 13 • First aid; and
 - 14 • Disaster preparation.
- 15 Only students assigned to the school, the staff of the school, parents of students, and other persons with
- 16 lawful and valid business shall enter onto the grounds or into the buildings of a school during the hours
- 17 of student instruction. All staff members shall report all persons appearing to be improperly on school
- 18 premises to the principal.²
- 19 The principal shall secure assistance from law enforcement officials when he/she deems it necessary in
- 20 order to maintain order or security. In addition, the Director of Schools or his/her designee shall
- 21 provide the local law enforcement agency with all safety and security plans.³

1 Event Safety

2 Students, parents, visitors, constituents, school district employees, spectators, and others are expected
3 to support the values associated with sportsmanship, teamwork, school district integrity, self-
4 discipline, safety, and security. They shall not bring, possess, display, or encourage others to possess or
5 display the following items: noisemakers; flags; laser-pointers (lights); sirens, whistles, portable
6 stereos; banners, horns, handheld signs; and implements (e.g. poles, sticks and wires) to support flags,
7 banners, or other such items at any school sponsored activity. The only exception regarding the
8 aforementioned would be equipment approved by the principal and Director of Schools for use by
9 school-sponsored groups, such as cheerleaders, mascots, band members, and by the student pep
10 section.

11 Any action or speech that might reasonably be considered fighting words or that is likely to cause
12 substantial disruption is also prohibited. This includes verbal, non-verbal, and physical acts.

13 Abusive language and gestures, verbal or non-verbal harassment/intimidation, or taunting directed
14 toward players, coaches, officials, cheerleaders, students, guests, and spectators is prohibited. In
15 addition, the throwing of any type of objects or projectiles is also prohibited.

16 Offenders will be escorted from the school-sponsored activity/facility (e.g. gym, baseball field, track,
17 football stadium, and auditorium). Student offenders will also be subject to appropriate disciplinary
18 procedures.

Legal References

1. TCA 49-6-804; TCA 49-6-1003
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c)

Cross References

Visitors to the School 1.501
Emergency Preparedness Plan 3.202
Care of School Property 6.311

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 12/10/18
		Rescinds: 5.4	Issued: 09/18/17

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

5 The principal of each school shall develop and implement emergency preparedness drills which shall
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,
8 students, and parents.

9 **FIRE AND SAFETY DRILLS**

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

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

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

20 **ARMED INTRUDER DRILLS**

21 The Director of Schools or his/her designee shall ensure that each school safety team conducts at least
22 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

23 **AED DRILLS**

24 Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps
25 that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring
26 the drill occurs.⁵

27 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
29 and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The Director of Schools
- 2 shall develop procedures for health emergencies in accordance with state law and regulations.

Legal References

1. TCA 49-1-302; TRR/MS 0520-1-3-.03(17); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. Public Acts of 2018, Chapter No. 1028; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); ; TCA 49-5-404

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Crisis Management	Descriptor Code: 3.203	Issued Date: 12/10/18
		Rescinds:	Issued:

- 1 The principal shall develop a crisis management plan for use in times of crisis, including suicides,
- 2 shootings, and death of a student or faculty member.¹ Within the development of such plan, the
- 3 principal shall appoint a crisis team which shall deal with specific situations, make decisions, and
- 4 disseminate information in the event of a crisis. Members of the team shall consist of the principal,
- 5 school counselor, and at least two other staff members designated by the principal.
- 6 In the event of a crisis, the principal shall notify the crisis team and the director of schools. If
- 7 necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).
- 8 All media attention shall be directed to the Director of Schools' office.

Legal References

1. TCA 49-6-804

Cross References

Board-Community Relations 1.500
 News Releases, News Conferences, and Interviews 1.503
 Student Suicide Prevention 6.415

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 12/10/18
		Rescinds: 8.26	Issued: 02/13/18

- 1 The Director of Schools shall establish procedures to protect school property.
- 2 The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.
- 3 The principal shall notify the Director of Schools as soon as practical but no longer than 24 hours after
- 4 a case of vandalism, theft, building damage, and/or illegal entry.

- 5 The Director of Schools or his/her designee is authorized to sign a criminal complaint and to press
- 6 charges against perpetrators for vandalism of school property. The Director shall report all signing of
- 7 such complaints to the Board.

8 **LAW ENFORCEMENT SERVICES**

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

- 12 The Board may enter into a memorandum of understanding with the chief of a law enforcement agency
- 13 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
- 14 following issues:²

- 15 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with
- 16 all laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
- 17 time of assignment and remain compliant throughout the tenure of his or her assignment.
- 18 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
- 19 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
- 20 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
- 21 programs shall be approved by the Peace Officers Standards and Training Commission.
- 22 3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency,
- 23 subject to that agency's direction, control, supervision, and discipline.
- 24 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
- 25 of the Director of Schools.
- 26 5. The memorandum may be effective for any length of time, including continuing until terminated
- 27 by the parties, and may contain any reasonable notice requirement for the termination of the
- 28 memorandum. However, the memorandum shall contain a provision allowing the Director of
- 29 Schools to suspend the active participation of the SROs in the event that the Director of Schools

- 1 believes that such suspension is best for the health, safety, and/or wellbeing of the students and/or
- 2 faculty members.

Legal References

1. 2 CFR § 200.313
2. TCA 49-6-4217

Cross References

Visitors to the Schools 1.501
Care of School Property 6.311

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 12/10/18
		Rescinds: 5.7	Issued: 09/18/17

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.¹

1. The activity shall not interfere with any school day functions;
2. The activity conducted in the school building or on the grounds shall not cause harm or undue wear to the property;
3. Scheduling priority shall be given to school programs. Second consideration shall be given to student-related activities and groups directly affiliated with the school. All other group use shall be reserved on a "first-come" basis;
4. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use;
5. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
6. All organizations (profit, non-profit, or governmental) that are not a part of the Maryville City Schools system shall be responsible for ancillary costs incurred by the school system as a result of this use, e.g. costs for custodial and supervision;
7. Fees for use of Maryville City Schools shall be collected in advance of use. If an overpayment has occurred, a refund will be issued; if any underpayment has occurred, an additional bill will be sent for immediate payment;
8. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
9. All utilization of facilities must be under adult supervision and approved by the building principal. If deemed necessary, a school employee may be assigned to be present for the duration of the activity. The group using the facilities will be responsible for any damage to the building or equipment;
10. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
11. The use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is not permitted in school buildings;
12. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment;

- 1 13. Any group requesting use of school facilities may be required to show proof of insurance
- 2 coverage for the activity or event for which use is requested.
- 3 14. Facilities will not be made available to individuals or groups for individual or family affairs
- 4 such as parties, family reunions, etc.
- 5 15. During emergencies or disasters, the Board will cooperate with recognized agencies such as the
- 6 Red Cross, National Guard, and Civil Defense to make suitable facilities available without
- 7 charge;
- 8 16. The Director of Schools shall develop procedures and forms to effectively implement this
- 9 policy.

Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Care of School Property 6.311

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Facilities Planning	Descriptor Code: 3.208	Issued Date: 12/10/18
		Rescinds:	Issued:

The Director of Schools shall present an annual assessment of facility needs to the Board. The needs assessment shall include a review of each school site. Each principal shall prepare the assessment for his/her school.

The individual school needs assessment shall include the following information:

1. Building, site, and utility deficiencies;
2. Maintenance issues;

The system-wide needs assessment shall include the following information:

1. Individual school assessments;
2. System-wide population growth projections;

ASBESTOS¹

The Director of Schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The Director of Schools shall:

1. Annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;
2. Educate and train maintenance and custodial staff about asbestos and how to deal with it in accordance with state and federal statutes;
3. Notify short-term or temporary workers on the locations of the building materials containing asbestos;
4. Post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
5. Follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
6. Survey the condition of these materials every six (6) months to assure that they remain in good condition.

- 1 The Director of Schools shall designate an Asbestos Hazard Emergency Response Act (AHERA)
- 2 Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and
- 3 asbestos related issues should be directed to the AHERA Manager.

Legal References

1. 40 CFR § 763.91-93;
15 USCA § 2641-2656

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Estimating Facility Costs	Descriptor Code: 3.209	Issued Date: 12/10/18
		Rescinds:	Issued:

1 When new construction, renovation, and/or a building addition is proposed, the Director of Schools
2 shall secure cost estimates for each project that exceeds \$10,000.00 and submit such estimates to the
3 Board for approval.¹

4 Estimates are to include the total cost with a breakdown detailing the following:

- 5 1. Cost of site preparation;
- 6 2. Fees charged by governmental agencies;
- 7 3. Fees charged by utility companies;
- 8 4. Cost of landscaping;
- 9 5. Architect or construction management fees; and
- 10 6. Other costs and/or fees as required.

11 The cost of each project shall be presented to the Board as a part of the project recommendation. In
12 addition, consideration is to be given to costs of future maintenance, to any warranties that might be
13 involved in construction, and the determination of easements.

Legal References

1. TCA 49-2-203(a)(3)(C)

Cross References

Consultants 1.303

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Naming Facilities	Descriptor Code: 3.210	Issued Date: 12/10/18
		Rescinds: 5.9	Issued: 09/18/17

- 1 Schools, buildings, facilities, or function areas in the Maryville City School District shall be named
- 2 after geographic areas in which the schools, buildings, or facilities are located, after persons, including
- 3 historical figures, who have made outstanding contributions to society at the national , state, or local
- 4 level, or landmarks. Facilities of the school system shall be named through Board action.
- 5 When a school or facility is to be named, the Director of Schools shall submit recommendations to the
- 6 Board after seeking input from school personnel and the public. The Director of Schools shall
- 7 establish procedures necessary to provide an opportunity for public input.

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date: 12/10/18
		Rescinds:	Issued:

1 **SELECTION OF ARCHITECT¹**

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or
3 maintenance as required by law. The Board shall execute a contract with such architect for each
4 project.

5 **SELECTION OF ENGINEER¹**

6 Following the execution of a contract for architectural services, the architect or architectural firm shall
7 select a registered engineer for each project.

8 **SITE SELECTION**

9 The Board shall have sole discretion with choosing sites for construction.² When determining where to
10 begin new projects, the Board shall consider the current and future populations of the area,
11 transportation routes, and accessibility to utilities.

12 **CHILDREN WITH DISABILITIES³**

13 Prior to the construction, remodeling, renovation, expansion, or modification of a school building for
14 use by children with disabilities, plans, and specifications shall be submitted for review to the
15 Commissioner of the Department of Education. Such plans and specifications shall meet federal
16 requirements.

Legal References

1. TCA 62-2-107
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. TRR/MS 0520-01-04-.01(4)

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: District Water Testing	Descriptor Code: 3.212	Issued Date: 12/10/18
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 bbp) but are below twenty parts
8 per billion (20 bbp), that school shall conduct lead level tests on an annual basis. This shall continue
9 until tests show that the lead levels are under fifteen parts per billion (15 bbp).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 bbp), the school shall
11 immediately remove the drinking water source from service. The drinking water source shall not be
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
13 (20 bbp). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 bbp).
16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Retirement of Facilities	Descriptor Code: 3.216 Rescinds:	Issued Date: 12/10/18 Issued:
--	---	---	--

- 1 The Director of Schools shall be responsible for assessing the utilization of school facilities and
- 2 making recommendations to the Board for retirement of facilities. In determining the retirement of
- 3 facilities, the Board shall consider the following:
- 4 1. Ability of the building to house a modern and flexible educational program;
- 5 2. Proximity to population served;
- 6 3. Enrollment capacity;
- 7 4. Cost of upkeep and maintenance; and
- 8 5. Ability of the building to meet safety standards.
- 9 The Board may seek professional advice and community input before making a final decision
- 10 regarding retirement of a school facility.

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Service Animals in District Facilities	Descriptor Code: 3.218	Issued Date: 12/10/18
		Rescinds: 9.5	Issued: 02/13/18

In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses¹ (hereinafter referred to as service animals) are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities covered in this policy.

When an individual with a disability seeks to bring a service animal into a district facility, the district is entitled to ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform.² The district is not entitled to ask for documentation that the animal has been properly trained, but the individual bringing the animal into a district facility will be held accountable for the animal's behavior.

Any service animal brought into a district facility by an individual with a disability must have been trained to do work or perform tasks for the individual. The work or tasks performed by the service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a public entity's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control by means of voice control, signals, or other effective means.

District staff may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control it;

1 2. The animal is not housebroken; or

2
3 3. The animal's presence would fundamentally alter the nature of the service, program, or activity.³

4 If the district excludes a service animal due to the reasons listed above, the district shall give the
5 individual with a disability the opportunity to participate in the service, program, or activity without
6 having the service animal on the premises.

7 The district shall not ask or require an individual with a disability to pay a surcharge, even if people
8 accompanied by pets are required to pay fees, or to comply with other requirements generally not
9 applicable to people without pets.

10 Parents must submit a written request for the use of a service animal to the principal of the school. The
11 request must be made no less than two weeks prior to the proposed use of the service animal,

Legal References

1. 28 CFR § 35.104; 28 CFR § 35.136(i)
2. 28 CFR § 35.136
3. 28 CFR § 35.130

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Use of Unmanned Aircraft Systems (Drones)	Descriptor Code: 3.219 Rescinds: 5.8	Issued Date: 12/10/18 Issued: 09/18/17
--	--	---	---

An unmanned aircraft system (“drone”) means a powered, aerial vehicle that:

1. Does not carry a human operator and is operated without the possibility of direct human intervention from within or on the aircraft;
2. Uses aerodynamic forces to provide vehicle lift;
3. Can fly autonomously or be piloted remotely; and
4. Can be expendable or recoverable.¹

Appropriate Use

Visitors and unsupervised students are prohibited from operating drones on district property. District personnel are authorized to use aerial drones.

Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated clubs shall operate any and all district drones in accordance with this policy and all applicable Federal Aviation laws and regulations.² This includes any additional certifications or authorizations that may be required from the Federal Aviation Administration based on the drone’s intended use.³

The following guidelines must be adhered to by anyone flying a drone on district property:

1. All drones operating on district property must weigh no more than fifty-five (55) pounds.
2. Operators must not operate a drone within five (5) miles of any airport without prior notification and confirmation from airport authorities.
3. Operators must not operate a drone above an altitude of four-hundred (400) feet above ground level and remain clear of surrounding obstacles.
4. Operators must maintain safe control and line of sight with the drone during all stages of operation.

5. Operators must maintain a safe operating distance from crowds and ensure drone operations do not interfere with manned aircraft operations.
6. Data collected by a drone can only be used for hobby (educational) purposes and may not be sold for profit.
7. If there is a plan to fly drones over property that is not owned by the district, the Director of Schools shall first obtain written permission from the owner of the property at issue. District personnel operating drones on property not owned by the district must adhere to all requirements of this policy.³
8. Operators assume all risk of damage to property and bodily injuries that may occur due to unsafe operation of district owned drones.

Inappropriate Use

Inappropriate use of drones includes, but is not limited to, the following:

1. Violating any local, state, or federal statutes or regulations;⁴
2. Taking pictures of property or persons without consent;⁵
3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;
4. Failing to follow a district policy while using the district's drone technology or failing to follow any other policies or guidelines established by district administrators or their designees; and
5. Harassing, defined as persistently annoying of another, interfering with another's work, insulting, or attacking others.

Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112th Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112th Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903; TCA 39-14-405
5. TCA 39-13-903(a)(3)

Maryville City Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 12/10/18
		Rescinds:	Issued:

- 1 The Director of Schools shall develop procedures ensuring the useful life of equipment and supplies.
- 2 Equipment management shall be in accordance with federal and state laws, regulations, and guidelines.
- 3 Employees of the system are responsible for the materials, equipment, and supplies assigned to them.
- 4 In addition, employees are responsible for the reasonable preservation and protection of materials,
- 5 equipment, and supplies not under their direct control.

Cross References

Inventories 2.702

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 12/10/18
		Rescinds: 6.1	Issued: 12/11/17

1 *General*

2 The Director of Schools shall contract annually or as otherwise authorized by the Board with individual
3 owners of buses to provide student transportation services.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.²

6 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
7 including incidents in which any part of the bus contacts any other object or vehicle.

8 The Director of Schools shall develop procedures to ensure compliance with the statutory and
9 regulatory requirements for the transportation program.

10 **RESPONSIBILITIES OF BUS OWNERS**

11 1. Each school bus and all related equipment shall be maintained in condition to operate safely at
12 all times during the school year and shall conform to specifications as set forth by the State Board
13 of Education¹ and National Highway Traffic Safety Administration.

14 2. Each bus driver shall obey all applicable state rules and regulations.

15 3. A school bus owner shall give four weeks written notice to the Board when he/she wishes to
16 terminate his/her bus operation contract.

17 4. A school bus owner shall secure the approval of the Director of Schools before he/she may sell
18 a bus during the period of his/her contract. The sale of a bus does not obligate the Director of
19 Schools to enter into contract with the new owner.

20 5. Each school bus owner shall have on file in the Director of Schools' office a current statement of
21 liability and property damage insurance coverage carried on the bus.

22 6. Each school bus owner must specify for the Director of Schools' approval the name of the
23 designated driver and at least one substitute driver of his/her bus.

24 7. Each school bus driver shall submit to the Director of Schools the results of his latest physical
25 examination.

8. By the end of the first month of each school year, each bus owner shall file with the Director of Schools, on forms approved by the Board, a report giving an accurate record of the names of all students transported on his/her bus and the school to which each student is transported.

9. Participate fully in the complaint process as outlined below.

10. Comply with recordkeeping requirements as outlined below. This includes the responsibility to furnish the transportation supervisor with all necessary records on a regular basis.

TRANSPORTATION SUPERVISOR³

The Director of Schools shall appoint a transportation supervisor for the system. He/she shall be responsible for the monitoring and oversight of transportation services for the district.

The transportation supervisor shall complete a student transportation management training program upon appointment. Every year the transportation supervisor shall complete a minimum of four (4) hours of training annually.

The Director of Schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁴

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and

2. Forms may be submitted in person, via phone call, mail, or email.

a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the Director of Schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

1 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
2 submit a final written report to the Director of Schools that details the investigation's findings as well
3 as the action taken in response to the complaint.

4 An annual notice of this complaint process shall be provided to parents and students. This information
5 shall be made available on the district website.

6 **RECORDKEEPING⁵**

7 The transportation supervisor shall be responsible for the collection and maintenance of the following
8 records:

- 9 1. Bus maintenance and inspections forms;
- 10 11 2. Bus driver credentials, including required background checks, health records, and performance
12 reviews;
- 13 14 3. Driver training records; and
- 15 16 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116 (d)(3)
3. TCA 49-6-2116 (a)-(c)
4. TCA 49-6-2116(d)(1),(2)
5. TCA 49-6-2116 (d)(5)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Commercial Advertising on School Buses	Descriptor Code: 3.4001 Rescinds: 6.7	Issued Date: 12/10/18 Issued: 12/11/17
--	---	--	---

- 1 Commercial advertising space shall be allotted on the exterior of Maryville City school buses and
- 2 leased subject to the following restrictions and limitations:¹
- 3 1. Advertising shall be in compliance with state law and approved by the Director of Schools/
- 4 designee.
- 5 2. Advertising space shall be limited to the rear quarter panel of each school bus. No more than
- 6 two (2) advertisements per rear quarter panel shall be permitted.
- 7 3. Advertising space on each bus shall not exceed sixteen inches (16") in height and sixty inches
- 8 (60") in length on each side of the bus.
- 9 4. All advertising shall be displayed in black lettering on a white background and/or include
- 10 vendor logo.
- 11 5. There will be no advertisement of tobacco products, alcohol products, obscene materials,
- 12 political campaigns, or individual food items that cannot be sold to students through vending
- 13 machines per state law.²
- 14 6. The advertisements shall not cover any structural or sheet metal damage or alterations.

Legal References

1. TRR/MS 0520-01-05-.01(6)
2. TCA 49-6-2307

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Scheduling and Routing	Descriptor Code: 3.401	Issued Date: 12/10/18
		Rescinds: 6.2	Issued: 12/11/17

- 1 The Transportation Supervisor shall be responsible for surveying all bus routes and scheduling bus
- 2 transportation, including the determination of bus stops and the assignment of students.
- 3 Appeals of transportation decisions shall be made to the Director of Schools.
- 4 Students shall not be in transit to and from school more than one and one-half hours each way.¹
- 5 Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies
- 6 and procedures relative to the transportation program.²
- 7 Once the official route is begun, stops shall only be made to take on, discharge, or transfer students. Buses are
- 8 not to make any nondesignated stops, except for emergencies, when transporting students.
- 9 No student may exit the bus at a destination other than that student's designated bus stop. The Director of
- 10 Schools shall develop procedures that would allow a student to exit the school bus at an alternative location.
- 11 However, no student shall be allowed to exit the bus at a stop other than the student's regular bus stop unless the
- 12 student provides the driver with a signed note from the parent or guardian informing the driver of the change in
- 13 the student's bus stop for the day. The driver shall turn the note over to the principal as soon as practical after
- 14 the completion of the route.³
- 15 In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student's
- 16 designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove
- 17 the offending student from the bus provided that the driver secures the safety of the student for the uncompleted
- 18 trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any
- 19 student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the
- 20 student's destination for that trip.⁴
- 21 Students who ride school buses shall attend the school designated unless the Board designates an alternate
- 22 school. If a parent chooses to send his/her child to another school in the system, the parent must provide
- 23 transportation to and from that school.

Legal References

1. TCA 49-6-2105
2. TCA 49-6-2118(b)
3. TCA 49-6-2118(a)
4. TCA 49-6-2118(c), (d)

Cross References

Bus Safety and Conduct 6.308

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: <h2 style="text-align: center;">Private Vehicles</h2>	Descriptor Code: 3.404 Rescinds:	Issued Date: 12/10/18 Issued:
--	---	---	--

The Board recognizes that certain employees may need to use their private vehicles for school purposes. With the use of private vehicles, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the Director of Schools or his/her designee and proof of vehicle liability insurance coverage in a sufficient amount, as determined by the Director of Schools.
2. The school system shall assume no responsibility for liability in case of accident unless the employee has the proper authorization described above.
3. The board discourages any employee from transporting students for school purposes without prior authorization by the Director of Schools or his/her designee.
4. Privately-owned school buses and drivers of such shall meet all requirements of state law and state board rules, regulations, and minimum standards.¹
5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student, an employee, or the school system.
6. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity without written parental permission and proof of student insurance.

The board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the Director of Schools.²

Legal References

1. TRR/MS 0520-1-5-.02(1)
2. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 12/10/18
		Rescinds: 7.2	Issued: 12/11/17

- 1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service
3 of foods and will meet all state and federal and local requirements necessary for participation.¹
- 4 The system's food service supervisor will oversee the program. All products and services necessary for
5 the operation of the school nutrition department shall be procured using a procurement plan which
6 must comply with federal and state purchasing procedures.
- 7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as
10 defined by federal regulations.²
- 11 As required for participation in the School Nutrition Programs, the Board agrees to the following:
- 12 1. Meals must be made available to all students in attendance; and
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined
14 eligible for these benefits.
- 15 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from
16 other students during food service.
- 17 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a
18 la carte items at school.
- 19 Procedures for implementing guidelines established by the State Department of Education, School
20 Nutrition Program are on file in the district food service procedures manual.
- 21 *Students Requesting Modified Meals*
- 22 The School Nutrition Program shall make reasonable modifications to accommodate children with
23 disabilities. These modifications will be made on a case-by-case basis when supported by a written
24 statement from a licensed healthcare professional who is authorized to write prescriptions under state
25 law.
- 26 The Director of Schools shall develop procedures for notifying parent(s)/guardian(s) of the process for
27 requesting meal modifications and arrange for an impartial hearing process to resolve grievances
28 related to requests for modifications based on a disability.

1 *Competitive Foods*

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

4 *Charging Meals*

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

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

9 *Collection of Unpaid Meal Charges*

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

16 *Offer versus Serve*

17 All meals offered to district students shall adhere to offer versus serve policy regulations of the USDA.
18 Students must choose the minimum required amounts to complete the meal process. Pre-K students
19 will not participate in Offer versus Serve.

Legal References

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

Cross References

Deposit of Funds 2.500
Financial Reports and Records 2.701

Maryville City Board of Education			
Monitoring: Review: Biennially, in October	Descriptor Term: Insurance Management	Descriptor Code: 3.600	Issued Date: 12/10/18
		Rescinds:	Issued:

1 *General*

2 The insurance program shall provide coverages in a minimum of the following broad categories:

- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious
4 mischief, boiler and machinery explosion, and vehicles;
- 5 2. Liability: Board members, Director of Schools, and employees resulting from discharging their
6 duties, and students participating in work-based learning;¹
- 7 3. Workers' compensation; and
- 8 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

9 The Director of Schools shall continually review the insurance program to ensure that adequate
10 protection is being provided at a reasonable price.

11 **GROUP HEALTH**

12 The Board shall provide group health insurance for all full-time employees.² The Director of Schools,
13 after consultation with personnel, shall recommend carriers of insurance for programs in which the
14 Board makes partial or full payments. The Board shall approve all insurance carriers.

15 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected
16 information.³

17 **ANNUITIES⁴**

18 Board-approved companies for tax-sheltered annuities shall include all companies presently having
19 contracts with employees.

20 Written request for a change in annuity deductions shall be reported to the payroll office on or before
21 the first day of the month in which such change is to be effective.

Legal References

1. Public Acts of 2018, Chapter No. 991
2. TCA 49-2-209
3. 45 CFR § 164.306, 164.316
4. TCA 49-2-208

Cross References

Payroll Procedures 2.802
Work-Based Learning 4.211

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date: 12/10/18
		Rescinds: 10.5	Issued: 11/14/16

- 1 Student accident insurance may be made available for purchase on an optional basis. The policy shall
- 2 be reviewed annually and approved by the Board upon recommendation of the Director of Schools.
- 3 Applications and information brochures will be sent home with the students during the first week of
- 4 school.
- 5 Files shall be maintained in the principal's office listing students subscribing to the plan.
- 6 The principal shall ensure that each student, before participating in interscholastic athletics, either
- 7 purchases the insurance policy offered or presents a statement signed by the parent(s)/guardian(s)
- 8 which assures the school that the parent(s)/guardian(s) has personal insurance or is willing to accept all
- 9 financial responsibilities related to participation and travel. Forms for such permission and agreements
- 10 shall be furnished by the principal and will be kept on file in the principal's office.

Cross References

Interscholastic Athletics 4.301

Maryville City Board of Education

Monitoring: Review: Biennially, in October	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602 Rescinds:	Issued Date: 12/10/18 Issued:
--	--	---	--

- 1 The Board shall maintain adequate workers' compensation coverage according to state laws. A printed
- 2 notice shall be posted and maintained in a conspicuous place on the business premises regarding
- 3 workers' compensation as prescribed by the commissioner of labor and workforce development.¹
- 4 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians
- 5 or surgeons who are not associated together in practice, if available.
- 6 The names of the physicians or surgeons shall be posted in conspicuous places throughout the
- 7 maintenance, transportation, clerical, and professional areas of participating schools. Any claimant
- 8 may select an operating surgeon or attending physician listed on the medical panel for treatment of on-
- 9 the-job injuries.² Any specialized treatment of injuries must be administered by practitioners or
- 10 specialists upon referral by the medical panel.

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(a)(3)(A)(i)

Cross References

Sick Leave 5.302
Physical Assault Leave 5.307