

Maryville City Schools
833 Lawrence Avenue
Maryville, TN 37803

BOARD OF EDUCATION
REGULAR MEETING

5:30 PM, September 18, 2017
COULTER GROVE INTERMEDIATE SCHOOL

- I. CALL TO ORDER** **CHAIRMAN POPE**
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE – Addison Hammonds, 5th grade
- II. ADOPT AGENDA**
- III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- IV. CONSENT AGENDA ITEMS**
1. Approve Minutes of August 14, 2017, meeting (Attachment)
 2. Review School Board Policy Manual Section 9.18 - Integration of TCAP Scores in Student Grades – Second Reading
 3. Ratify Executive Committee approval of annual fee and assessment banks from PowerSchool Group, LLC – Funding Source: Instructional Supplies and Materials \$13,736.20 (Attachment A1)
 4. Approve Maryville High School Chorus Advanced Mixed overnight field trip to attend Choirs of America Nationals for Top Choirs Choral Festival in New York City (Attachment A2)
 5. Approve Maryville High School Chorus All-State Honorees overnight trip to attend All-State Honors Choir in Nashville (Attachment A3)
 6. Ratify Executive Committee approval to purchase from Reletech for CTE equipment, installation and training – Funding Source: CTE Equipment Grant \$25,594.00 (Attachment A4)
 7. Approve Maryville High School Orchestra overnight trip to Nashville Symphony (Attachment A5)
 8. Approve Maryville High and Junior High School orchestra overnight trip to Advanced Orchestra Clinic at Austin Peay University (Attachment A6)
 9. Approve Coulter Grove Intermediate School overnight trip to New York City (Attachment A7)
- V. AGENDA ITEMS**
1. Consider purchase from PCS of 175 Lenovo N24 Laptops – Funding Source: Instructional Equipment \$73,150.00 (Attachment B1)
 2. Consider School Board Policy Manual Section 9.13 - Diplomas and High School Credit – First Reading (Attachment B2)
 3. Consider School Board Policy Manual Section 10.4 – Behavior and Discipline – First Reading (Attachment B3)
 4. Consider School Board Policy Manual Section 5.8 – Use of Unmanned Aircraft Systems (Drones) – First Reading (Attachment B4)
 5. No recommended changes to School Board Policy Manual Section 2 – School Board Operations (Attachment B5)
 6. Consider a revised 2018-2019 school calendar (Attachment B6)

MCS BOARD OF EDUCATION
Regular Meeting, page 2

**VI. UPDATE FROM COULTER GROVE INTERMEDIATE SCHOOL – Dr. Ramona Best,
Principal**

VII. REPORTS FROM DIRECTOR OF SCHOOLS

VIII. RECOGNITION OF STAFF AND STUDENTS

IX. COMMENTS FROM BOARD MEMBERS

X. ADJOURN

Upcoming meeting dates:

October 17, 2017 – 5:30 pm, Maryville High School

November 13, 2017 - 5:30 pm, Maryville Junior High School

Al 1



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

August 16, 2017
Maryville City School Board
Executive Committee Meeting

Approve annual fee and assessment banks from PowerSchool Group, LLC – Funding
Source: Instructional Supplies and Materials \$13,736.20

APPROVED:

Director of Schools *Mike Winstead* Date 08/16/2017

Chairman, Board of Education *Bethany N Pope* Date 08/16/2017

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

A12

INVOICE



Invoice No. INV123148
 Tax ID No. 47-4674631
 Date 07/10/2017
 Customer No. 10003000
 PO No. 5019067

Bill To

Maryville City Schools School District
 833 Lawrence Ave
 Maryville TN 37803
 United States

Ship To

Maryville City Schools School District
 833 Lawrence Avenue
 Maryville TN 37803
 United States

Description	U/M	Qty	Terms		Due Date
			Net 30		08/09/2017
			Tax	Unit Price	Extended Price
SW-PSA-S-PAP1: PS Assessment Annual Fee Contract Dates: 06/21/2017 - 06/20/2018	Students	1	Y	\$6,352.00	\$6,352.00
SW-PSA-S-PIB4: PS Assessment Item Bank Contract Dates: 06/21/2017 - 06/20/2018	Students	1	Y	\$3,176.00	\$3,176.00
SW-PSA-S-CSIB4: PS Assessment Certica Solutions Item Bank 4 Subjects Contract Dates: 06/21/2017 - 06/20/2018	Students	1,588	Y	\$2.65	\$4,208.20
<p>This is your annual support/subscription/hosting renewal. A new purchase order is required. To avoid cancellation of your phone support, product updates or hosted products, please work with your Director of Technology or appropriate business person to approve a purchase order and payment for this annual recurring invoice. If this support is not used, please FAX a written cancellation to 916-288-1588 or renewals@powerschool.com. If we don't receive your cancellation by the start of your new term, your support/subscription/hosting will automatically renew.</p> <p>Licensee shall be subject to a monthly charge of 1.5% on all amounts not paid when due (18% annually) , or, if a lower maximum rate is established by law, then such lower maximum rate.</p>					
Subtotal			Tax Total		Total (USD)
\$13,736.20			\$0.00		\$13,736.20

Amy Wagner

Remit by Check (US Mail Only):
 PowerSchool Group LLC
 PO Box 398408
 San Francisco, CA 94139-8408

Remit by Check (Courier):
 Wells Fargo Lockbox Services
 Dept #38408
 3440 Walnut Ave, Bldg A, Window H
 Fremont, CA 94538

Remit by Wire or ACH to:
 Wells Fargo Bank, NA
 Account Name: PowerSchool Group LLC
 ABA Routing No: 121000248
 Account No: 4633847017 SWIFT: WFBUS6S
 (Include invoice number in transmission)

Customer Service:
 ar@powerschool.com
 888-265-7641 (Toll-Free)
 916-288-1588 (Fax)

Request to Release Students for a School-Related Event

Teacher: Byron Davis Course/Team/Organization: Chorus: Advanced MixedEvent: Choirs of America Nationals for Top Choirs Choral Festival in New York City

Dates of Trip (Include Departure/Return Time):

Departure Date: Mar 21, 2018 Departure Time: 8:30 AMReturn Date: Mar 25, 2018 Return Time: 10 PM

Check all that apply:

In-County: ☐ Out-of-County: ☒ Overnight:* ☒ Out-of-State:* ☒
*(Requires Board approval)Transportation: Walk ☐ Parents Provide ☐ Bus ☒ Number of busses: 1Cost to each student: \$ 1,200 Means of funding trip: Students pay field trip feeEducational Purpose: Invited adjudicated performance of festival repertoire for highly-qualified (collegiate) judges in a national choral festival. Students will receive ratings and feedback, will attend choral workshops, participate in a 1-hour clinic with a highly-qualified clinician, and will observe other ensembles' performances. Students will also perform under the direction of highly qualified clinicians in Carnegie Hall, and will attend two musical theatre performances on Broadway.Teacher Signature: B. Davis Date: 8/11/17Request Approved: ☒ Request not Approved: ☐Principal's Signature: J. Roach Date: 8/14/17Superintendent Signature: Michelle Winters Date: 8-15-17

*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 Machaela Humphrey

A3

Request to Release Students for a School-Related Event

Teacher: Byron Davis Course/Team/Organization: Chorus: All-State honorees

Event: All-State Honors Choir in Nashville

Dates of Trip (Include Departure/Return Time):

Departure Date: Apr 11, 2018 Departure Time: 3:30 PM

Return Date: Apr 13, 2018 Return Time: 10 PM

Check all that apply:

In-County: ☐ Out-of-County: ☒ Overnight:* ☒ Out-of-State:* ☐
*(Requires Board approval)

Transportation: Walk ☐ Parents Provide ☐ Bus ☒ Number of busses: 1 (shared with band)

Cost to each student: \$ 200 Means of funding trip: Students pay field trip fee

Educational Purpose: Honors ensemble rehearsal and performance with highly qualified clinicians and other All-State honorees from all across Tennessee.

Teacher Signature: B. Davis Date: 8/11/17

Request Approved: ☒ Request not Approved: ☐

Principal's Signature: J. Roach Date: 8/14/17

Superintendent Signature: M. Humphrey Date: 8-15-17

*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 Machaela Humphrey



MARYVILLE CITY SCHOOLS

Mike Winstead
Director of Schools

833 Lawrence Avenue
Maryville, Tennessee 37803

August 18, 2017
Maryville City School Board
Executive Committee Meeting

Approve purchase from Reletech for CTE equipment, installation and training – Funding
Source: CTE Equipment Grant \$25,594.00

APPROVED:

Director of Schools *Mike Winstead* Date 08/18/2017

Chairman, Board of Education *Bethany Pope* Date 08/18/2017

Maryville Board of Education

Nick Black

Candy Morgan

Bob Proffitt

Bethany Pope

Christi Sayles

RELE

1415 Eastland Avenue
Nashville TN 37206-2626

A42
Quotation

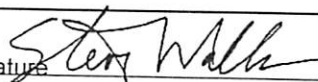
Date	Estimate #
6/29/2017	528697

Name / Address
Maryville City Schools 833 Lawrence Ave Maryville, TN 37803

Item	Description	Qty	Cost	Total
ITC1651	Tolerance and Quality Control Level 1	1	6,295.00	6,295.00T
ITC1652	Tolerance & Quality Control Level 2	1	7,349.00	7,349.00T
ITC1901	Industrial Sensors Level 1	1	8,925.00	8,925.00T
DS2005	DEPCO Studio Hosted Solution - Annual licensing -per school site, Up to 5 titles/units licensing-includes up to 5 standard titles and up to 5 custom titles	1	525.00	525.00T
Installation	On site set up and training		2,500.00	2,500.00T
			0.00	0.00
Thank you for the opportunity to be of service.			Subtotal	\$25,594.00

Total **\$25,594.00**

Signature



Phone #	Fax #	E-mail
615.948.6210	615.523.1407	reletec@aol.com

Request to Release Students for a School-Related Event

Teacher: Wilkinson Course/Team/Organization OrchestraEvent: Nashville Symphony Trip

Dates of Trip: (Include departure/return time)

Departure Date Nov 17 Departure Time 3:45Return Date Nov 19 Return Time 4:00

Check all that apply:

In-County ☐ Out-of-County ☒ Overnight* ☒ Out-of-State* ☐
*(Requires Board Approval)Transportation: Walk ☐ Parents Provide ☐ Bus ☒ Number of buses ☐Cost to Each Student \$200.00 Means of Funding Trip —Educational Purpose: Listen to the Nashville Symphony and
world renown violin soloist.Teacher Signature: [Signature] Date 9/01/17Request Approved: ☒ Request Not Approved ☐Principal's Signature: [Signature] Date 9/11/17Superintendent Signature: [Signature] Date 9-6-17*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

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Request to Release Students for a School-Related Event

Teacher: Natalie Paul Course/Team/Organization MJHS/MHS Orchestra

Event: 2017 Austin Peay State University Honor Orchestra Festival

Dates of Trip: (Include departure/return time)

Departure Date 10/5/2017 Departure Time 10:00 AM

Return Date 10/7/2017 Return Time 10:00 PM

Check all that apply:

In-County ☐ Out-of-County ☐ Overnight* ☒ Out-of-State* ☐
*(Requires Board Approval)

Transportation: Walk ☐ Parents Provide ☐ Bus ☐ Number of buses ☐ School Van

Cost to Each Student \$100 Means of Funding Trip # students provide

Educational Purpose: Advanced orchestra clinic experience.
Students will rehearse orchestra music and perform
on a concert.

Teacher Signature: Natalie Paul Date 9/1/2017

Request Approved: ☒ Request Not Approved ☐

Principal's Signature: [Signature] Date 9/5/2017

Superintendent Signature: [Signature] Date 9-13-17

*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

Ab₂

PERMISSION REQUEST

Field Trip

School: MJHS

Grade: 8-12 Orchestra

Teachers: Natalie Paul

Destination: Austin Peay University

Date: 10/5 - 10/7/17

Number To Be Transported: 7-8

Method of Transportation: Walk ☐ Cars ☐ Bus ☐ #Buses ☐ School Van ☐

Bus Owner: _____

Justification for Trip: Advanced Orchestra Clinic

Coordinator: Natalie Paul Date: 9/6/17

Principal: David R. McGinnis Date: 9/6/17

Director of Schools: Mark Winters Date: 9-13-17

Approve ☒ Not approved ☐

A7

Leadership Trip
Rangers, Liaisons,
Hawk helpers,
bookstore

FIELD STUDY PERMISSION REQUEST

*THIS FORM MUST BE SUBMITTED 2 WEEKS PRIOR TO THE DATE OF THE TRIP.

School: Coulter Grove Intermediate Grade: 6-7 Today's Date: Sept. 12, 2017

Teachers: Barbara Taylor, Carol Borstelmann, John Riddle, Jason Mysinger + ?

Trip Coordinator: Barbara Taylor Destination: New York City

Date of Trip: May 7-10, 2018 Time Leaving: 6:00am Time Returning: 8:00 pm # of Participants: 48 students + 8 adults

Transportation Method: Walking ☐ Cars ☐ Bus ☒ # of Buses 1 Bus Owner: Premier or young

Justification for Trip: CGIS Leadership Team to study and visit sites and events to reinforce the importance of quality leadership and communication in our world today.

Principal's Approval: Deborah [Signature]

Director of School's Approval: [Signature]

(REV. 5/08)

Purchase Order

B1

Maryville City Schools

833 Lawrence Ave
Maryville, TN 37803
Phone: 865-982-7121
Fax: 865-977-5055



P.O.

Date: -

Vendor PCS

Name : -

Address : -

City, ST, Zip: -

ATTN: -

Fax -

Ship to

Name Maryville City Schools

Address 833 Lawrence Avenue

City, ST, Zip Maryville, TN 37803

Phone (865) 982-7121

Fax _____

ATTENTION: Finance Department

Qty	Description	Unit Price	Line Total
175.00	Lenovo N24 Laptop	\$ 299.00	52,325.00
175.00	Support Portal	10.00	1,750.00
175.00	Advance Depot Exchange & Accidental Damage Warranty	109.00	19,075.00

Notes:

Remaining teacher laptop renewal

Subtotal \$ 73,150.00

Shipping

Total \$ 73,150.00

Wesley A. Lombardi

Authorized by

Director of Technology

Title

141 71100-722

Account to be charged

Rob Winters

Director of Schools (Required if over \$1,000)

Board Chairman (Required if over \$10,000)

Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Annually, in March	Diplomas and High School Credit	9.13	09/18/17
		Rescinds:	Last Revision:

9.13

9.13.1.1 Required number of credit for graduation will be four less than the number a student is able to earn in grades 9-12 carrying a full load each term. In addition to the graduation requirements of the Tennessee State Board of Education, students graduating from Maryville High School must complete a fourth credit in science. Maryville High School will provide a course catalog for each graduating class containing detailed graduation requirements.

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

9.13.1.2 High School Credit Prior to Ninth Grade

Students who have successfully completed high school courses for credit prior to ninth grade can receive credit(s) toward graduation. The course content must be based on the appropriate state curriculum standards. See Procedures 9.13.1.

9.13.1.3 Credit Recovery

Credit recovery is a course-specific, standards based extended learning opportunity for students who have previously been unsuccessful in mastering the standards required to receive course credit or earn promotion.

Maryville City Schools follow the guidelines for credit recovery as set forth by the Tennessee State Board of Education (2.103). See Procedures 9.13.3

9.13.1.4 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 as outlined in 9.13.1.3 and Procedures 9.13.3.

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.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Diplomas and High School Credit	Descriptor Code: 9.13 Rescinds:	Review Date: 09/18/17 Last Revision:
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When a course is repeated, the higher of the two (2) grades shall be computed as part of the accumulated grade-point average.

9.13.1.5 GPA Calculation

It is the desire of the School Board that honors courses, courses for which students earn college credit, and advanced placement courses receive additional weight in GPA calculations. Maryville High School shall provide a course catalog for each graduating class detailing the guidelines for grade calculation and GPA weight for honors, dual credit, dual enrollment, and advanced placement courses.

9.13.1.6 Honors Recognition

In addition to the recognition of students required by Tennessee State Board of Education, Maryville City Schools will recognize the following graduates:

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.

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

<i>Summa Cum Laude</i>	<i>4.45 and above</i>
<i>Magna Cum Laude</i>	<i>4.25 – 4.44</i>
<i>Cum Laude</i>	<i>3.95 – 4.24</i>

Maryville City Schools Board of Education

Monitoring: Review: Biennially in November	Descriptor Term: Behavior and Discipline	Descriptor Code: 10.4 Rescinds:	Review Date: 09/18/17 Last Revision:
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10.4

The principal or designee of each school shall be responsible for implementation and administration of behavior and discipline in the school. The principal or designee shall apply policies uniformly and fairly to each student at the school without partiality and discrimination. General policies and procedures will be included in the handbooks and distributed to all students.

Any professional employee shall have the authority to use reasonable measures to control any student's conduct while under the supervision of the school district. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions, and all other activities under school sponsorship and direction.

The principal or designee shall be responsible for reporting all suspensions to the Director of Schools and for reporting violations of the law to the Maryville Police Department.

10.4.1 Procedural Due Process/Disciplinary Hearing Authority

10.4.1.1 All students shall be treated with fairness.

Before school authorities administer disciplinary measures, inquiry shall be made to determine the truth of what happened. The nature of this inquiry will vary with the seriousness of the consequence.

The principal shall provide the student with the following due process:

- Advise student of the charges;
- If student denies charges, submit evidence supporting the charges;
- Allow the student an opportunity to present his/her side of the story.

10.4.1.2 Disciplinary Hearing Authority - ~~The Disciplinary Hearing Authority (DHA) authorized by TCA 49-6-3401 is a committee of employee(s) appointed by the Board of Education. The committee shall consist of at least one (1) person but no more than the number of members of the school board. The DHA will hear appeals of suspensions of more than ten days for offenses that are not zero tolerance. The DHA may 1) affirm the decision of the principal, 2) order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, 3) assign the student to an alternative program, or 4) suspend the student for a specified period of time. (TCA 49-6-3401)~~

Maryville City Schools Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Review Date:

Review: Biennially
in November**Behavior and Discipline**

10.4

09/18/17

Rescinds:

Last Revision:

10.4.1.2 Disciplinary Hearing Authority - A Disciplinary Hearing Authority (DHA) will conduct hearings for students who have been suspended/expelled/remanded for more than ten (10) school days. The Board shall appoint members to the DHA which shall consist of five (5) licensed employees of the Board. Board members shall not serve on the DHA.

The director of schools shall appoint a chairman of the DHA from the members appointed by the Board. The chairman shall perform the following duties:

- 1. Identify the members of the DHA assigned to hear each individual case;**
- 2. Prepare and disseminate the minutes of each meeting; and**
- 3. Set the time, place and date for each hearing.**

At the conclusion of each hearing, the chairman shall sign and maintain a copy of the minutes of the meeting.

The DHA shall notify the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing within forty-eight (48) hours of receiving notification of the suspension/expulsion.

Each hearing shall be conducted by at least three (3) members of the DHA. The hearing must be held, a decision must be rendered, and notification of the decision must be provided to the parents and/or student and the principal no later than ten (10) days after the beginning of the suspension/expulsion. Notification of the decision shall include a statement of the right of either party within five (5) days after receiving the decision to request a review by the director of schools.

The DHA may take the following disciplinary actions:

- 1. Affirm the decision of the school principal;**
- 2. Order removal of the suspension unconditionally;**
- 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;**
- 4. Remand the student to alternative placement; or**
- 5. Suspend/Expel/Remand the student for a specified period of time.***

***Note: Zero-tolerance offenses set forth in statute (firearms, drug possession and battery upon a school employee) require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the director of schools.**

Maryville City Schools Board of Education

Monitoring: Review: Biennially in November	Descriptor Term: Behavior and Discipline	Descriptor Code: 10.4 Rescinds:	Review Date: 09/18/17 Last Revision:
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10.4.2 Interrogations and Searches

10.4.2.1 Interrogations - Students may be questioned by teachers or administrators about any matter pertaining to the operation of the school and/or the enforcement of its rules. Questioning must be conducted discreetly, privately, and with respect for student's rights.

School officials shall cooperate with law enforcement personnel who request permission to search or question a student. School officials shall at the same time, make reasonable efforts to ensure that these students' rights are not violated, the search or questioning is done in private and that the student's parents or guardians are notified in a timely manner. The principal or designee shall be present during the interrogation.

10.4.2.2 Searches - Any principal, or designee, having reasonable suspicion for a search may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses. All such searches shall comply with criteria established in Tennessee Code Annotated Title 49 Chapter 6.

10.4.3 Disciplinary Actions

The principal(s) will implement disciplinary action for violation of rules and inappropriate behavior. Consideration will be made for the situation and degree of infraction. Disciplinary options may include but not be limited to a talk with the student, a letter or telephone call to parents, parent conferences, referral to the school guidance counselor or outside agency, detention, isolation and suspension.

A confidential disciplinary record shall be maintained and shall contain the name of the student, the type of misconduct, the type of disciplinary action administered.

10.4.3.1 Detention - Students may be required to come to school one hour before school and to remain as long as one hour beyond the school day as a disciplinary measure. Such detention shall be supervised by the teacher who assigned this action or by the school administrator or designee. Students will be expected to notify their parents that they are remaining after school.

10.4.3.3 Alternative School Programs - Students who are involved in serious or reoccurring disciplinary problems may be considered for the Alternative School Programs. These programs may be considered when it appears to be in the best interest of the student and the school district.

Maryville City Schools Board of Education

Monitoring: Review: Biennially in November	Descriptor Term: Behavior and Discipline	Descriptor Code: 10.4 Rescinds:	Review Date: 09/18/17 Last Revision:
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In determining best interests, the principal will consider such things as the severity of the offense, the number of prior offenses, the risk of harm to the students and to others, and the risk of disruption to the program.

Such change in the student's program shall be recommended by the principal. When the student is eligible for special education services, the principal's recommendation will be considered through the IEP-Team process in compliance with IDEA.

10.4.3.4 Student Suspensions - Any principal is authorized to suspend a student from attendance at school in accordance with TCA 49-6-3401 and with Board of Education policies. Upon the suspension of the student an immediate attempt shall be made by the principal to notify the parent or guardian. No student shall be sent home before the end of the school day unless the parent or guardian has been notified.

Suspensions of more than ten days may be appealed to the Disciplinary Hearing Authority (DHA) appointed by the Board in accordance with TCA 49-6-3401.

Appeals must be filed within five days after receipt of the suspension notice. The appeal hearing shall be held no later than 10 days after the beginning of the suspension. The DHA may 1) affirm the decision of the principal, 2) order removal of the suspension unconditionally or 3) upon terms and conditions it deems reasonable, assign the student to an alternative program, or suspend the student for a specified period of time. (TCA 49-6-3401)

The parent, guardian or principal may within 5 business days make a written appeal of the decision of the Disciplinary Hearing Authority to the Director of Schools. Within 5 business days of the ruling of the Director of Schools, the parent or guardian may make a written appeal of the decision to the Chairman of the Board of Education. The Board, based upon a review of the record, may grant or deny a request for a Board hearing and may affirm or overturn the decision of the Disciplinary Hearing Authority with or without a hearing before the Board; provided the Board may not impose a more severe penalty than that imposed by the Disciplinary Hearing Authority without first providing an opportunity for a hearing before the Board. The action of the Board of Education shall be final.

10.4.3.5 Zero-Tolerance Behavior - In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this

Maryville City Schools Board of Education

Monitoring: Review: Biennially in November	Descriptor Term: Behavior and Discipline	Descriptor Code: 10.4 Rescinds:	Review Date: 09/18/17 Last Revision:
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suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

- The student possesses a dangerous weapon at school, on a school bus, or at a school function under the jurisdiction of the state or local educational agency;
- The student unlawfully possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on a school bus, or a school function under the jurisdiction of the state or local educational agency;
- The student assaults or threatens to assault a teacher, student, or other person;
- The student makes a bomb threat.
- Public Chapter 375: The student transmit by an electronic device a credible threat to cause bodily injury or death to another student or school employee.

Students with Disabilities - Students with disabilities will be disciplined in accordance with the Individuals with Disabilities Education Act (IDEA) and in compliance with the state law or state board policies regarding services for children with disabilities.

10.4.4 Student Conduct

The Board of Education believes that acceptable behavior is an essential ingredient of effective education programs. It expects all students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community, and their school.

10.4.4.1 Disruption of and Interference With School Activities - A student shall not participate in the use of violence, force, noise, coercion, bullying, hazing, threat, intimidation, fear, passive resistance, or any other conduct which will cause the disruption, interference, or obstruction of any school function while on school property, or in school vehicles, or buses, or at any school-sponsored activity, function or event, whether on or off campus.

Neither shall any student urge other students to engage in such conduct that causes disruption, interference with or obstruction of any school purpose.

10.4.4.2 Bus Conduct - Students shall comply with established rules of conduct when being transported to and from school. A student may be denied the privilege of riding the bus if it is determined by the principal that the student's behavior is such as to cause disruption on the bus.

10.4.4.3 Tobacco - Students of any age are prohibited from using or possessing tobacco products, electronic cigarettes, or any tobacco-like substitute, in any form,

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while at school or while participating in any school-sponsored activity, at school or away. Disciplinary consequences for violations include detention, in-school suspension and out of school suspension. Multiple violations of the policy may result in alternative placement or expulsion from school. Violations will be reported as required by TCA 39-17-1505.

10.4.4.4 Alcohol and Drug Abuse – Any of the following activities by a student will result in a suspension from regular school for a period of one (1) year except that the Director of Schools may modify this suspension on a case-by-case basis: 1) being under the influence of, 2) using, 3) possessing, 4) furnishing to another student, or 5) showing clear indication of recent use of alcohol, drugs, or drug paraphernalia while at any school related activity, whether on or off campus. It will be the responsibility of the principal to notify the Maryville Police Department or other authorities as applicable as soon as possible when evidence is found that there has been a violation of this policy.

If a student receives any remuneration whatsoever, whether monetary or otherwise, for furnishing alcohol, drugs, drug paraphernalia, or substances represented to be unlawful drugs to another student (of any school jurisdiction) at any school related activity whether on or off campus, or on any school property, said student will be expelled from school attendance and not be eligible for enrollment in the alternative school.

For the purpose of this policy, the following definitions shall apply: "Drug" means any controlled substance, marijuana, alcohol (any liquid containing alcohol), legend drug or any other substance whose possession or use is regulated in any manner by governmental authority, including the school system.

Without limiting the above definition, "drugs" shall specifically include the possession of any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing or having the property of releasing fumes which can cause a condition of intoxication, inebriation, elation, dizziness, excitement, stupefaction, paralysis, or the dulling of the brain or nervous system or disturbing or distorting of the audio or visual processes. Such definition shall further include, but not be limited to, over the counter or prescription medications such as cough syrup where such medications are ingested in excess of the recommended dosage absent the orders of a physician.

"Drug paraphernalia" means all equipment products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing,

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preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a drug as defined in this policy. An electronic pager or cell phone in possession of a student shall be included in this definition if used or intended for use as defined in this policy.

Exceptions for PreK-8 Students - If a student in grades PreK-8 violates this policy, the principal shall provide the Director of Schools with a complete report and a recommendation for appropriate disciplinary action based on the law and the age and maturity of the student. The Director of Schools may approve or modify the recommendation.

10.4.4.5 Weapons and Dangerous Instruments - Students shall not possess, handle, transmit, or attempt to use any dangerous weapon when at any school related activity on or off campus. Students are further forbidden to use any other instrument or substances in a manner, which renders the item dangerous, or with the intent to do harm to another person or property.

Violators of this policy will be suspended from regular school attendance for one year, except that the Director of Schools may modify this suspension on a case-by-case basis. It will be the responsibility of the principal to notify the Maryville Police Department as soon as possible when evidence is found that there has been a violation of this policy.

10.4.4.6 Battery on Staff - A student committing battery upon any teacher, principal, administrator or any other employee of the school system shall be suspended for a period of not less than one (1) calendar year, and not be eligible for enrollment in the Alternative School, except that the Director of Schools may modify this suspension on a case-by-case basis. It will be the responsibility of the principal to notify the Maryville Police Department as soon as possible when evidence is found that there has been a violation of this policy.

10.4.4.7 Dress Code - Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

Each school will develop more specific guidelines. Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines.

When a student, in the principal's judgment, is attired in a manner, which is likely to cause disruption or interference with the operation of the school, the principal shall

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administer appropriate discipline, which may include suspension.

10.4.4.8 Care of School Property - Students are expected to help maintain the school environment, preserve school property and exercise care while using school facilities.

Students who destroy, damage, or lose school property shall be responsible for the cost of replacing or repairing such materials or equipment.

10.4.5 Damage to School Property and Vandalism

In cases of willful or malicious damage to school property or theft of school property, the policy of the Maryville City Schools shall be to seek full restitution from those persons responsible for such acts. Where necessary, the Board of Education will pursue charges against anyone who damages property. Any current student of Maryville City Schools involved in such acts will be subject to disciplinary action including suspension.

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5.8

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 such as the FAA Modernization and Reform Act of 2012.² 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 55 lbs.
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 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.

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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;
2. Taking pictures of property or persons without consent;⁴
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(a)(3)

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Monitoring: Review: Annually, in October	Descriptor Term: Responsibilities of the Maryville Board of Education	Descriptor Code: 2.1 Rescinds:	Review Date: 09/18/17 Last Revision:
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2.1

2.1.1 The Board is responsible to the people for whose benefit the school district has been established. Further, the Board's current decisions will influence the course of education in the district's schools for years to come. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires comprehensive and long-range planning in addition to solving immediate problems.

2.1.2 The Board's primary objective is to establish those purposes, programs, and procedures, which will best produce the educational achievement needed by district students. It is charged with accomplishing this while also being responsible for wise management of resources available to the district. The Board must fulfill these responsibilities by functioning openly, while seeking the involvement and contribution of public, students, and staff in its decision-making processes.

2.1.3 In accordance with these principles, the Board, through its mode of operating, shall seek to achieve the following goals:

2.1.3.1 to concentrate the Board's collective effort on its policy making and planning responsibilities;

2.1.3.2 to formulate Board policies which best serve the educational interests of each student;

2.1.3.3 to provide the Director of Schools with sufficient and adequate guidelines for implementing Board policies;

2.1.3.4 to maintain effective communication with the public and to maintain awareness of attitudes, opinions, desires, and ideas;

2.1.3.5 to conduct Board business openly, soliciting and encouraging broad-based involvement in the Board's decision making processes by public, students, and staff;

2.1.3.6 to make every effort to ensure that its policies conform to the higher supremacy of State and Federal laws, including the provision of State and U.S. Constitutions.

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2.2

2.2.1 The Maryville Board of Education shall at the first regular meeting following the certification of the results of each general city election administer the oath to the newly elected members and elect officers.

2.2.2 The officers of the Board shall be a Chair, Vice-Chair, and Secretary.

2.2.3 The new Chair will preside over the election of the Vice-Chair and the Secretary to serve during the biennium.

2.2.4 Nominations will be made from the floor for all offices and election will be voice vote unless otherwise indicated by the Chair.

2.2.5 Duties of the Chair

It shall be the duty of the Chair of the Maryville Board of Education:

2.2.5.1 to conduct School Board hearings;

2.2.5.2 to preside at all meetings of the Board;

2.2.5.3 to appoint committees authorized by said Board;

2.2.5.4 to prepare the school budget with the Director of Schools;

2.2.5.5 to certify in writing the value of surplus property valued less than \$250.00;

2.2.5.6 to coordinate the Evaluation of the Director of Schools;

2.2.5.7 to serve as chair of the Executive Committee;

2.2.5.8 to carry out such other duties as may be assigned by the Maryville Board of Education.

2.2.6 Duties of Vice-Chair

It shall be the duty of the Vice-Chair of the Maryville Board of Education to assume the duties of the Chair in the Chair's absence.

2.2.7 Duties of Secretary

The Secretary of the Board shall record the proceedings of the Board meeting or assign that duty to a clerk.

2.2.8 Duties of Clerk

2.2.8.1 The Board shall appoint a Clerk upon the recommendation of the Director of Schools whose chief responsibility shall be to work for the Director of Schools and the Secretary.

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2.2.8.2 The Clerk shall gather, collect, and distribute to the Board the current information required for specific policy making and governance decisions and shall keep the Director of Schools and the Board informed of recent developments, which may bear an action to be taken by the Board. The Clerk shall record and transcribe minutes of the Board proceedings as assigned by the Secretary. Any report made to the Board by its Clerk shall be presented to the Board as a whole at a legally convened meeting.

2.2.9 Duties of Parliamentarian

The Board of Education shall appoint one of its members to act as parliamentarian. The parliamentarian shall be well versed in Robert's Rules of Order, Revised, and able to advise the Board at any time.

2.2.10 Board Functions

The Maryville Board of Education views its required functions in these broad areas:

2.2.10.1 Legislative and policymaking – The Board is responsible for the development of policy as guides for administrative action and for employing a Director of Schools to implement its policies.

2.2.10.2 Appraisal – The Board is responsible for evaluating the effectiveness of its policies and their implementation.

2.2.10.3 Provision of financial resources – The Board is responsible for adoption of a budget, which will provide the financial resources for the buildings, staff, materials, and equipment necessary for the school's system to carry out the Board's policies (subject to approval by the City Council and State Board of Education).

2.2.10.4 Public relations – The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.

2.2.10.5 Educational planning and evaluation – The Board is responsible for establishing educational goals, which will guide both the Board and the staff in working together toward the continuing improvement of the educational program. It is responsible for providing for the on-going evaluation of the school program in terms of the goals and objectives set forth by the Board and by the State Board of Education.

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2.2.10.6 New Member Orientation - The School Board considers it important that a new member be knowledgeable about school governance and operations in order to be prepared to discuss and cast informed votes on matters before the Board.

All new Board members shall be urged to attend public meetings of the Board. All public information about the school system shall be made available to new Board members upon request.

Additionally, the Board directs the Director of Schools to cooperate with new Board members in providing them with information about school governance, Board operations, and school programs. This cooperation, for example, may include:

- meeting with a new member or members to provide background information on the school system and School Board and/or arranging such other orientation sessions as the member(s) may request;
- providing each new member with information published by the State School Boards Association on the powers and duties of the Board of Education and other Association materials germane to Board service;
- making arrangements for the new member(s) to review the current policies of the Board, administrative regulations, and other publications of the school system and provide a copy of the same;
- notification of new Board members concerning the requirements for Board member training.

2.2.10.7 Board Member Development Opportunities - The Board of Education places a high priority on the importance of a planned continuing program of education for its members.

Funds shall be budgeted annually to support the program in accordance with State law. Individual members shall be reimbursed for expenses incurred through participation in approved activities. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities.

The Board regards the following as kinds of activities and services appropriate for implementing this policy:

- participation in School Board conference, workshops, and conventions held by the State and National School Boards Associations;
- participation in district-sponsored training session for Board members;
- subscriptions to publications addressed to the concerns of Board members.

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2.2.10.8 Compensation and Expenses, Bonded Members

Compensation and Expenses - Members of the Board of Education shall be compensated for their attendance at regular and special meetings at a rate set by City Council.

Members shall be reimbursed for travel expenses when they travel outside the school district on school business. Expenses for approved travel shall be submitted to the Director of Schools' office within 60 days of the date of completion of such travel.

Bonded Members - The Director of Schools, as agent of the Board, shall be bonded to indemnify the City against the loss of any funds occurring as a result of such person's unlawful or dishonest acts because he is by law vested with the authority to administer state shared funds.

2.2.11 Committees: Board Advisory

2.2.11.1 Board - The only standing committee that shall be authorized to function by the Board of Education shall be the Executive Committee as established by statute. (49-2-206(a) The chair of the board of education and director of schools constitute the executive committee of the board of education.) Other committee assignments shall be made as directed by the Board and appointed by its Chair. Such committees shall be given temporary appointment to serve in gathering information for the Board and shall be automatically dissolved immediately upon completion of their assignment.

2.2.11.2 Advisory - The Board may rely on various advisory committees to counsel it as one means of discerning the needs and desires of the school district and its residents. The central purpose of all advisory committees shall be to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that will enhance the effectiveness of the decision making process. The ultimate authority to make decisions shall continue to reside in the powers and duties of the Board as imposed by law. No announcement may be made by any committee or its members to the public or press until such release has been cleared with the Board of Education.

2.2.12 Board – Director of Schools Relations

2.2.12.1 The Board is hereby declared to be a policy determining body and the Director of Schools shall be the executive officer of the Board, having all the powers and authorities usually attached to such position and consistent with the school laws of Tennessee and policies of the Maryville City Board of Education.

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2.2.12.2 Board members shall give the Director of Schools full administrative authority for properly discharging statutory and Board-assigned duties, and hold the Director of Schools responsible for acceptable results.

2.2.12.3 Board members shall require the Director of Schools and those under the Director of Schools' authority to work within the framework of policies adopted by the Board of Education; and the Director of Schools will interact with the Board as cooperatively and effectively as possible for the best interest of the school system.

2.2.12.4 The Board believes that the legislation of policies is its most important function and that the execution of the policies should be the function of the Director of Schools. Delegation by the Board of its executive powers to the Director of Schools provides freedom for the Director of Schools to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions. The Board holds the Director of Schools responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. In the efforts to keep the Board informed, the Director of Schools will notify Board members as promptly as possible of any happenings of an emergency nature which occur in schools.

2.2.13 Board Attorney

In accordance with the City Charter, the Board of Education may seek legal counsel with the attorney authorized by the City of Maryville in matters, which arise concerning the school system.

2.2.14 Consultants

2.2.14.1 In order to pursue its educational mission and also to protect the public's financial investment in the schools, the Board will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which the present staff is unable to provide.

2.2.14.1.1 Before engaging any consultant, the Board will require submission of a written proposal, which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

- the specific objectives to be accomplished by the consultant;
- the specific tasks to be performed;
- the procedures to be used in carrying out the tasks;
- the target dates for the completion of tasks; and
- the method to be used to report results to the Board and/or to deliver any "products" to the Board.

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2.3

2.3.1 Regular

2.3.1.1 The Board of Education shall hold regular monthly meetings at a date, time and place agreeable to the members.

2.3.1.2 All regular meetings shall be open to the public and press.

2.3.1.3 All changes of regular meetings from normal dates shall be reported to the press at least two days prior to the date of the meeting unless otherwise prescribed by law.

2.3.2 Special

2.3.2.1 The Board of Education shall hold such special meetings as may be expedient. Such meetings shall be called whenever, in the judgment of the Chair, the interest of the schools requires it, or when requested to do so by a majority of the Board. As many special meetings shall be called as are necessary to transact the business of the Board.

2.3.2.2 When special meetings are called, all Board members and the public shall receive notice of the time, place, and purpose of such meetings. Written notice to Board members and publication of such notice in the press will be as required by law.

2.3.2.3 All special meetings shall be open to the public and press, but no public discussion shall be heard on items other than those on the agenda for the called meeting.

2.3.3 Public Hearings

The Board of Education will hold public hearings when needed and when required by State law.

2.3.4 Procedures: Quorum, Suspension of Rules of Order, Agenda Preparation

2.3.4.1 Quorum - A majority of the entire membership of the Board shall constitute a quorum for the transaction of business. When only three members of the Board are present, a unanimous vote will be required.

2.3.4.2 Suspension of Rules of Order - Amendments, alterations, corrections, or repeal of the rules may be made, or the rules may be suspended for the meeting at any regular or special meeting of the Board by a vote of a majority of the Board when a quorum exists.

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2.3.4.3 Agenda Preparation – Items of business may be suggested by any Board member, staff member, student or citizen of the district. Items submitted by non-Board members to be considered for Board action must be submitted in writing to the Director of Schools at least seven (7) days prior to the scheduled meeting date. The inclusion of items shall be at the discretion of the Director of Schools or Chair of the Board. The agenda shall allow suitable time for the remarks of the public who wish to briefly speak on agenda items before the Board.

The Board recognizes it to be the right and duty of each member to be as fully informed as possible concerning the matters on which the Board must act. To permit Board members time and give careful consideration to items of business, the agenda, together with supporting materials, shall be prepared by the Director of Schools and distributed to Board members at least 72 hours prior to the regular Board meeting.

The Board shall consider only the items of business set up by the agenda unless the agenda is altered by an affirmative vote of at least three members. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled by agenda. Controversial, complex, or complicated matters listed as agenda items should ordinarily be submitted for a first reading only, with official action taken at a subsequent meeting and the final vote taken after a second reading except in emergency situations. Citizens desiring to present proposals for Board consideration will be heard with the understanding that official action may be taken at the next regularly scheduled meeting, unless by agreement action should be taken at a special meeting.

2.3.4.4 Voting Method at Board Meetings - A formal vote shall be taken on any questions brought before the Board and the decision made on a basis of a majority of the entire Board. Votes on all motions and resolutions shall be "yes" and "no". No secret ballots shall be used. On a vote, any member may request that his or her vote be recorded.

At the request of a member or at the discretion of the Chair, a show of hands or a roll-call vote shall be made and this vote shall be recorded. All motions shall be carried by a majority of the members present when a quorum exists, except when a rule or statute requires a contrary vote.

2.3.4.5 Minutes - The Clerk shall keep or cause to be kept complete records of all meetings of the Board and of all of the official acts. These minutes shall include:

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- the nature of the meeting, regular or special, the time, the place, board members present or absent, and the approval of the minutes of the preceding meetings;
- a record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes;
- resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to an identified by title and date;
- a record of the disposition of all matters, which the Board considered for which no action was taken;
- names of persons addressing the Board and the purpose of their remarks;
- The Clerk shall have transcripts made of the minutes and shall furnish each Board member and the Director of Schools a copy of such minutes with the agenda for the next regular meeting. At each regular meeting of the Board the minutes shall be corrected, if necessary, and then adopted by the Board. The minutes of the meeting shall be preserved as a permanent record of the Board.

2.3.4.6 Public Participation - All meetings of the Board of Education are open to the public.

All matters relating to the operation of the school system shall be channeled through the Director of Schools before being brought to the Board of Education. If, after such procedure is followed, there is still a question or complaint, the matter shall then be referred to the Board of Education for its determination and action.

Any member of the public or any delegation desiring an audience with the Board shall submit the request in writing to the Chair of the Board and such request shall state the nature of the business of such visit and the name and address of the presenter. The Board may, however, agree to hear any individual or organization at any time, notwithstanding the requirements for notice set forth above.

An individual desiring to speak to the Board on an agenda "action" item or any item specifically noted as included for the purpose of a public hearing for which the time requirements for a written request cannot be met, should communicate with the Director of School's office not less than forty-eight (48) hours before the meeting stating name, address, and topic. Otherwise these requests are subject to the same requirements and restrictions as set forth above for written requests.

Individuals desiring additional information about any item on the agenda should direct such inquiries to the office of the Director of Schools.

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1 These procedures are not designed to restrict the scheduled appearances of citizens
2 who have regular business with the Board and whose presentations are provided for in
3 the agenda.

4
5 Recognition of individuals who are not citizens of the school district is to be
6 determined by a majority vote of the Board.

7
8 All persons seeking the opportunity to speak at a Board meeting shall address the
9 Chair and may direct questions or comments to Board members or other officers of the
10 school system only upon the approval of the Chair.

11
12 Members of the Board and Director of Schools have the privilege of asking questions
13 of any person who addresses the Board.

14
15 Since a record is kept of all meetings of the Board, every person who wishes to
16 address the Board is requested to state name, address, and subject of presentation even
17 though a written request for recognition has been submitted.

18 19 **2.3.4.7 Board Meeting News Coverage, Broadcasting and Taping**

20 News Coverage - The Board believes that one of the paramount responsibilities of a
21 Board of Education is to keep the public informed of its problems, deliberations,
22 policies, and actions. Therefore, the Board encourages the attendance of press
23 representatives at all meetings.

24
25 A copy of the agenda and agenda materials will be sent in advance to members of the
26 working press who request it. Additionally, all reports approved by the Board shall be
27 considered matters of official record and shall also be made available to the press.
28 However, reports-in-progress on which the Board has taken no final action shall be
29 released only upon the Board's authority as "tentative reports."

30
31 The press shall be provided with extra working copies of the agenda and agenda
32 materials.

33
34 In the event that representatives of the news media are unable to attend a meeting, they
35 shall be provided upon request with a copy of the Board minutes that shall be
36 designated "tentative minutes" until approved by the Board of Education.

37
38 Broadcasting and Taping - Radio or television stations desiring to report proceedings
39 of regular public meetings of the Board from the floor of the assembly room are

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requested to seek clearance from the Chair of the Board at least twenty-four (24) hours before the meeting is held. This request will enable the Board to render assistance to the news media and to Board members as follows:

- qualified personnel will immediately check the assembly room's electrical facilities to be certain that sufficient outlets are available;
- additional chairs, tables, or other equipment will be made available on a stand-by basis;
- members of the Board, notified in advance that additional news coverage is planned, will be forewarned to exercise caution in avoiding equipment that may be on the floor;
- Media personnel will be asked to remain behind the last row of seats in the assembly room when the Board is in session so as not to obstruct the view between the Chair of the Board and members of the Board and Executive Officers. Reporters will also be requested to avoid the display of mikes or light meters near a Board member or Executive Officer who is addressing the Board. This courtesy will enable the speaker to give undivided attention to the presentation.

If the request for clearance outlined above is observed, it is believed that the media will be aided in achieving competent news coverage with less difficulty while at the same time the Board will be able to conduct its business with a minimum of distraction.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Policy Development	Descriptor Code: 2.4	Review Date: 09/18/17
		Rescinds:	Last Revision:

2.4

2.4.1 The Board of Education considers policy development its chief function. Therefore, it is the intent of the Board to develop written policies to serve as guidelines and goals for the successful and efficient functioning of the schools.

2.4.1.1 The Board accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

2.4.1.2 The policies are framed, and are meant to be interpreted, in terms of Tennessee laws, rules, and regulations of the State Board of Education, and all other regulatory agencies within the local, city, state and federal levels of government.

2.4.2 Policy Drafting

2.4.2.1 Written Board policies will be drafted and periodically revised by cooperative action reflecting the efforts of Board members, school administrators and staff, students, the public, and legal counsel.

2.4.2.2 A member of the staff is to be delegated the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and Director of Schools, to maintain the Board policy manual, and to serve as liaison between the Board and the Tennessee School Boards Association. Policies will be conveniently and efficiently arranged in a manual for ease of use. Board policies will be comprehensive, covering the major areas with which the Board is concerned.

2.4.3 Involvement in Policy Development

2.4.3.1 The Director of Schools shall seek the counsel of the Board's attorney when there may be a question of legality or proper legal procedure in the development of a proposed policy.

2.4.3.2 Staff members may initiate policy proposals. Such proposals shall be considered and acted upon by the Board as soon as practicable.

2.4.3.3 Staff members or students within the district may submit proposals for new

Maryville City Schools Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Review Date:
Review: Annually, in October	Policy Development	2.4	09/18/17
		Rescinds:	Last Revision:

1 policies or changes in existing policies. All such policy proposals shall be given
2 serious consideration. They may also voice opinions on proposed policies submitted
3 by others.

4 **2.4.4 Policy Adoption**

5 **2.4.4.1** A proposed new policy or policy change shall be submitted by the Director of
6 Schools to the Board as part of a meeting agenda. Any interested resident of the city
7 or parents of a current student shall be given an opportunity to be heard on the
8 proposal. Following the presentation, which shall constitute the first reading, the
9 Board may approve the proposal, amend and approve the proposal, disapprove the
10 proposal, or refer it to the Director of Schools for study and revision.

11 **2.4.4.2** The approved or revised policy or amended proposal shall be considered at the
12 next Board meeting. The draft shall be included as part of the meeting agenda, and
13 also shall be delivered prior to the meeting for review by Board members. At this
14 meeting, the Director of Schools shall present this approved or revised proposal for
15 second reading with a recommendation. Any interested resident of the city or parent
16 of a current student shall be given an opportunity to be heard. Board action on the
17 proposal shall be final if the proposal is approved in an identical form as passed at the
18 previous meeting.

19 **2.4.4.3** The final vote to adopt or not to adopt shall follow the second reading of the
20 original or amended version of the proposed Board policy.

21 **2.4.5 Policy Dissemination**

22 **2.4.5.1** The Director of Schools is directed to establish and maintain an orderly plan
23 for preserving and making accessible the policies adopted by the Board and the
24 administrative rules and regulations needed to put them into effect.

25 **2.4.5.2** Accessibility is to extend at least to all employees of the school system and to
26 members of the Board. Within three days of a written request, copies will be made
27 available to persons in the community.

28 **2.4.5.3** All policy manuals distributed to anyone shall remain the property of the City
29 Board of Education and shall be considered as "on loan" to anyone, or any
30 organization, in whose possession they might be at any time. They are subject to
31 recall at any time deemed necessary by the administrative head of the school district
32 for purposes of updating.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Policy Development	Descriptor Code: 2.4 Rescinds:	Review Date: 09/18/17 Last Revision:
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2.4.6 Review of Policy

The Board of Education is required by statute to review School Board policies on an annual basis. The Director of Schools shall call to the Board's attention any policies that need revision or reevaluation.

2.4.7 Administration in Policy Absence

2.4.7.1 In cases where action must be taken within the school system and Board policies provide no guides for administrative action, the Director of Schools shall have the power to act within general law and the Rules and Regulations of the State Department of Education.

2.4.7.2 This decision, however, shall be subject to review by action of the Board at its next regular meeting. It shall be the duty of the Director of Schools to inform the Board promptly of such action and of the need for policy action.

2.4.8 Suspension of Policies

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by a unanimous vote of Board members present at a regular or special meeting.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Board Records	Descriptor Code: 2.5 Rescinds:	Review Date: 09/18/17 Last Revision:
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The director of schools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be release for public inspection.

All requests to inspect or receive copies of records shall be submitted to the director of schools, the district's public records request coordinator and records custodian.

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The director of schools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person or by telephone, fax, mail or electronic mail (email). The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Board Records	Descriptor Code: 2.5 Rescinds:	Review Date: 09/18/17 Last Revision:
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address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash only prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records productions letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a request or within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

RECORDS RETENTION

The Director of Schools or designee shall retain and dispose of school records in accordance with the following guidelines.

The Director of Schools and/or designees will determine if a particular record is of permanent or temporary value in accordance with state regulations.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: School Board Records	Descriptor Code: 2.5 Rescinds:	Review Date: 09/18/17 Last Revision:
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Temporary records that have been kept beyond the required time shall be recommended for destruction to the Public Records Commission.

Permanent records will be kept in some usable form.

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Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Annual Records	Descriptor Code: 2.6	Review Date: 09/18/17
		Rescinds:	Last Revision:

2.6

The Board of Education shall assign to its Director of Schools the duty to prepare and submit to the proper authorities all annual reports as required by law.

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Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Memberships	Descriptor Code: 2.7	Review Date: 09/18/17
		Rescinds:	Revision Date:

2.7

2.7.1 It shall be the policy of the Board of Education to maintain membership in the Tennessee School Boards Association. Through this membership in the State Association, the School Board maintains indirect membership in the National School Boards Association. The Board members shall seek to participate as fully as possible in the activities of these organizations. Unless otherwise approved, a maximum of three members may attend the National meeting each year at budget expense. Members attending the National convention shall be rotated annually to provide each member an opportunity to attend on alternate years. If a member cannot attend on schedule, another member may attend with Board approval.

2.7.2 Membership dues and necessary traveling expenses incurred in attending meetings of the TSBA and NSBA shall be paid out of Board of Education funds in accordance with the above stated policy.

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Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Code of Ethics	Descriptor Code: 2.8 Rescinds:	Review Date: 09/18/17 Last Revision:
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2.8

Definitions

1) "School district" means Maryville City School District, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.

2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.

3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

2.8.1 Disclosure of personal interest in voting matters

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

2.8.2 Disclosure of personal interest in non-voting matters

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on a disclosure form and file the disclosure form with the school district's central office. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

2.8.3 Acceptance of gifts and other things of value

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the school district

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Code of Ethics	Descriptor Code: 2.8	Review Date: 09/18/17
		Rescinds:	Last Revision:

that a reasonable person would understand was intended to influence the vote, official action or judgment of the official or employee in executing decision-making authority affecting the school district.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials.

2.8.4 Ethics Complaints

The school district may create a School District Ethics Committee (the "Ethics Committee") consisting of three members who will be appointed to one year-terms by the Chairman of the Board of Education with confirmation by the board of education. At least two members of the committee shall be members of the board of education. The Ethics Committee shall convene as soon as practicable after its appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the director of schools, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be in writing and signed by the person making the complaints, and shall set forth in reasonable detail the facts upon which the complaint is based.

The School District Ethics Committee may investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint.

Maryville City Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Code of Ethics	Descriptor Code: 2.8	Review Date: 09/18/17
		Rescinds:	Last Revision:

The Committee may:

1. refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
2. in the case of an official, refer the matter to the school board body for possible public censure if the board body finds such action warranted;
3. in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;
4. in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution.

The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

2018-2019**Maryville City Schools****July '18**

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July 24 - Administrative Day

July 25 - Professional Development

July 26 - Registration

July 27 - Administrative Day

July 30-31 - Professional Development

August 1 - First day of classes

September 3 - Labor Day

October 1-5 - Fall Break

October 8-9 - Intervention & Enrichment

October 10 - Professional Development

November 6 - Professional Development

November 21 - Professional Development

November 22-23 - Thanksgiving Break

December 18 - Last day for students before break

December 19 - Administrative Day

December 20-January 2 - Winter Break

January 2 - Professional Development

January 21 - Holiday

February 18 - Professional Development

March 7-8 - Intervention & Enrichment or SNOW

MAKEUP if needed

March 11-15 - Spring Break

April 19 - Holiday

May 17 - Last day for students

May 20 - Administrative Day

May 21-22 - Banking Professional Development

(teacher banking time)

May 28-June 28 - Intervention and Enrichment

Parent Conference Day (teachers bank 6 hours
throughout the year)

First 5 snow days will use stockpiled days.

Snow days 6 and 7 made up on March 7-8