Lakeland School System

Monitoring:
Review: Annually, in September

Descriptor Term: Bonded Employees

Descriptor Code: 2.600

Issued Date: Rescinds: Issued:

1 General

The superintendent and all other employees who handle school monies shall be bonded in order to indemnify the school system against the loss of any funds.¹

The Board shall determine the amount of the bond, giving consideration to the total amount of money and/or property that is handled in each school.²

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Legal References

1. TCA 8-19-101 through 103, TCA 49-2-110(a)(1)
2. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21
Lakeland School System

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Central Office

The superintendent shall approve all claims for payment prior to their submission to the Board.\(^1\)

As operating procedure, the superintendent shall present to the Board each month a list of bills for payment. The list will be supported by invoices and vouchers.\(^2\)

Individual Schools

Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments are completed by June 30 of the current school year or a plan for future payments has been made by the principal and approved by the Board.

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)
The Board shall maintain adequate workers’ compensation coverage according to state laws. A printed notice shall be posted and maintained in a conspicuous place on the business premises regarding workers' compensation as prescribed by the commissioner of labor and workforce development.

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**Legal References**

1. TCA 50-6-407

**Cross References**

- Risk Management 3.204
- Sick Leave 5.302
- Physical Assault Leave 5.307
INSTRUCTIONAL SUPPLIES

The Board will seek to provide a wide range of instructional materials on all levels of difficulty, with diverse appeal, and the presentation of different points of view and will provide procedures for review and reconsideration of allegedly inappropriate instructional materials.1

There is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars ($200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the teachers for instructional supplies. One hundred dollars ($100) shall be spent for such purpose as determined by each teacher. The second one hundred ($100) shall be pooled with all such teachers in a school and spent as determined by a committee of the teachers for such purpose. The purpose of this pool is to permit purchase of items or equipment that may exceed an individual teacher’s allocation, for the benefit of all teachers at the school and the enhancement of the instructional program, and shall not be used for basic building needs such as HVAC, carpets, furniture, items or equipment for the teachers’ lounge, or the like.2

OBJECTIVES OF SELECTION

The Board encourages teachers and local school personnel to give careful attention to the selection and purchase of instructional supplies using the following objectives:

1. To provide materials that enrich and support the curriculum and personal needs of the students, taking into consideration their varied interests, abilities and learning styles;
2. To provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
3. To provide materials that establish a foundation of information which will enable students to make intelligent judgments in their daily lives;
4. To provide materials which reflect multiple views of controversial issues so that students may develop under guidance the practice of critical analysis;
5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;
6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to ensure a comprehensive media collection appropriate for all students.

All purchases will comply with Lakeland School System purchasing policies and procedures.

Legal References

1. TRR.MS 0520-1-3-.07(3)
2. TCA 49-3-359
GRADING PROCEDURES

The grading system for Kindergarten shall be recorded according to the following scale on a skill-based progress report.

M = Master

X = non-mastery

C = assessment complete

Blank = not covered this grading period

Behaviors that support learning will be assessed as S for satisfactory or N for non-satisfactory.

The grading system for reporting academic achievement in the first grade shall reflect the instructional level at which the student is working and his/her achievement at that level.

ELA will be a combined grade.

Reading will comprise 50% of the grade, English 30%, and Spelling 20%. Grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade for each subject taken each week, with a minimum of nine (9) per quarter. Writing will be a part of the English grade. One (1) writing grade will be taken in the first half of the quarter and one (1) in the last half of the quarter.

Math grades will be reported as A, B, C, D, or F. There will be a minimum of six (6) grades taken in the first half of the quarter and six (6) in the second half of the quarter.

Science and Social Studies grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week with a minimum of nine (9) per quarter.

Handwriting grades will be reported as E, G, S, N, and U. There will be a minimum of one (1) grade taken each week with a minimum of nine (9) per quarter.

Conduct grades will be reported as E, G, S, N, and U.
The grading system for reporting academic achievement in **second and third grade** shall reflect the instructional level at which the student is working and his/her achievement at that level.

**ELA** will be split.

**English** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter. **Writing** will be part of the English grade. One (1) writing grade will be taken in the first half of the quarter and one (1) in the last half of the quarter.

**Reading** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter.

**Spelling** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter.

**Science** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter.

**Social Studies** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter.

**Math** grades will be reported as A, B, C, D, or F. There will be a minimum of six (6) grades taken in the first half of the quarter and six (6) in the second half of the quarter for a total of twelve (12) per quarter.

**Conduct** grades will be reported as E, G, S, N, and U.

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The grading system for reporting academic achievement in the **fourth and fifth grade** shall reflect the instructional level at which the student is working and his/her achievement at that level.

**ELA** will be a combined grade.

**Reading** will comprise 50% of the grade, **English** 30%, and **Spelling** 20%. Grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade for each subject taken each week, with a minimum of nine (9) per quarter. **Writing** will be a part of the English grade. One (1) writing grade will be taken in the first half of the quarter and one (1) in the last half of the quarter.

**Math** grades will be reported as A, B, C, D, or F. There will be a minimum of six (6) grades taken in the first half of the quarter and six (6) in the second half of the quarter for a total of twelve (12) per quarter.

**Science** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter.

**Social Studies** grades will be reported as A, B, C, D, or F. There will be a minimum of one (1) grade taken each week, with a minimum of nine (9) per quarter.

**Conduct** grades will be reported as E, G, S, N, and U.
The grading system for reporting academic achievement in the Music, Art and PE shall reflect the instructional level at which the student is working and his/her achievement at that level. The grades will be reported as E, G, S, N, and U.

**GRADING SCALE**

- A = 93 – 100 Excellent
- B = 85 – 92 Good
- C = 75 – 84 Satisfactory
- D = 70 – 74 Poor but passing
- F = 0 – 69 Failure
- I = Incomplete
- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory
REPORT CARDS

Student progress reports shall be provided at least once every nine (9) weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the school.

If a student has unpaid fines for lost library books and/or textbooks, report cards shall be withheld until such fines are paid. On the last day of school, all unclaimed report cards shall be turned in to the principal’s office.

Student progress reports shall indicate the students’ conduct and include information on attendance, academic progress and other information necessary to communicate effectively with the parents.

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days of classroom instruction. The superintendent shall be responsible for scheduling and coordinating systemwide conferences.

Conferences shall be physically accessible to all students, parents and/or guardians.

REPORTS OF WITHDRAWALS

The superintendent shall be responsible for complying with state laws and regulations relating to the reporting of withdrawals of students, and the superintendent is authorized to develop procedures to ensure compliance.

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-7002
3. 28 CFR § 36.201-2
4. TCA 49-6-3017 Staff Time Schedules 5

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Staff Time Schedules 5.602
Attendance 6.200
Students shall progress in sequential order from grade to grade. The professional staff shall place students at the grade level best suited for them academically, socially and emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the best interest of the students. Decisions to retain are subject to review and approval of the principal after consultation with the teacher. However, no student shall be promoted unless the student has demonstrated master of essential skills established by the school system. Mastery will be determined using student grades, standardized test results, grade level skill assessments, or a combination of these. This requirement shall not apply to students who are participating in a Board approved research-based intervention prior to the beginning of the next school year or to students who have IEPs pursuant to 20 U.S. C.§ 1400 et seq.

The superintendent or his/her designee shall report, at least annually, on any intervention programs available to students in the third grade and recommend any new programs or the modifications of any existing programs to better serves these students.

In order to enhance the opportunity for remediation, students with problems shall be identified as early as possible in the school year. Parents shall be notified when problems are identified and shall be informed periodically of remedial efforts and given progress reports.

Before a student is retained, the parents shall be informed in writing and shall have the opportunity to participate in a conference at least six (6) weeks before the end of the school year.

The following factors shall be considered in making a decision on promotion and retention:

1. *Mastery of essential competencies.* Students shall have mastered essential skills sufficiently to ensure a likelihood of success at the next grade level.

2. *Special procedures for special students.* Students who have been identified as having special problems, including high risk students and others with special needs, shall be given special consideration. Placement of students with IEPs shall be determined by the IEP-Team.

3. *Flexible placement.* Use of conditional promotion, remedial summer programs, assignment to transitional classes, and other approaches to meeting the needs of students shall be given consideration.

4. *Attendance.* Attendance shall become a relevant factor only when excessive absenteeism becomes an educational problem.

5. *Conduct.* Retention shall not be used as a disciplinary measure.

6. *Previous retention.* Except under unusual circumstances, students shall not be retained more than once in the same grade.

7. *Grade level.* Retention shall be considered more appropriate in grades K-3.
Once the decision to retain has been made:

1. A report of each student retained shall be made to the superintendent;
2. Documentation verifying student deficiencies shall be placed in the student’s record;
3. Parents shall have the right to appeal any decision through appeal procedures established by board policy; and
4. The teacher shall be consulted at each level of the appeal procedure.

Educational approaches and techniques for the repeated year shall vary from the prior year in order to provide an appropriate instructional program. Variations may include, but are not limited to, the following:

1. different teacher(s);
2. different strategies;
3. different materials; and/or
4. varying lengths of time per subject and/or physical setting in classroom.

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

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Legal References  Cross References

1. Tenn. Code Ann. § 49-6-3115
2. TRR/MS 0520-1-3-.05(3)(b)

Grading System 4.600
Reporting Student Progress 4.601
**VACATIONS**

Vacations and Holidays will be granted to regular, full time employees subject to the following provisions:

**General Provisions**

1. Temporary and part-time employees are not eligible for vacation.
2. Vacation leave will be credited to new employees once the employee has completed six (6) months of continuous service. Eligible employees will begin accruing vacation upon the seventh (7) month of employment.
3. An employee that worked full-time in a Shelby County School/Central Office during the 2013-2014 school year and now works full-time for the Municipal School District is not considered a new employee.
4. An employee who resigns or terminates from the Municipal School district shall be paid for any unused earned vacation leave, provided the employee has completed six (6) months of service. Any days advanced are not considered earned and shall not be paid out.
5. Full-time ten (10) month classified employees will receive one (1) day per year to be used for personal business in addition to earned sick leave. There are no provisions for this day to carry over to the next fiscal year.
6. Full-time certified employees will receive two (2) days per year in addition to earned sick leave to be used for personal business. Two (2) unused days may be converted to sick days.

**Twelve (12) Month Employees**

1. Any full-time twelve (12) month employee who is employed by the Municipal School district will be granted vacation based on the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Vacation Accrued</th>
<th>Semi-Monthly Basis</th>
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<tr>
<td>Six (6) months and one day, but less than one (1) year</td>
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<tr>
<td>One (1) year, but less than five (5) years</td>
<td>.42</td>
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<tr>
<td>(Maximum of 10 days per year)</td>
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<tr>
<td>Five (5) years, but less than ten (10) years</td>
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<tr>
<td>(Maximum of 12 days per year)</td>
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<tr>
<td>Ten (10) years, but less than fifteen (15) years</td>
<td>.63</td>
<td></td>
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<tr>
<td>(Maximum of 15 days per year)</td>
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<td></td>
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<tr>
<td>Fifteen (15) years or more</td>
<td>.84</td>
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<tr>
<td>(Maximum of 20 days per year)</td>
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2. Employees who were hired from the current SCS and were paid out their earned vacation shall have vacation days advanced as of July 1 based on the schedule below:

Less than 1 year.................................................................................................................6 days
1 year, but less than 5 years............................................................................................10 days
5 years, but less than 10 years..........................................................................................12 days
10 years, but less than 15 years........................................................................................15 days
15 years or more.............................................................................................................20 days

3. Vacation is accrued semi-monthly and the accumulated amount of vacation appears on the employee’s paychecks. All eligible employees may accrue up to a maximum of twenty-five (25) vacation days.

4. Vacation leave is accrued while an employee is in paid status, but does not accrue while an employee is in an unpaid status.

5. Holidays are not paid to employees who are in an unpaid status.

6. Designated Municipal School district holidays that fall within the vacation schedule are not to be counted as vacation days. Full-time, twelve-month employees will be paid for thirteen (13) paid holidays that will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period.

7. Vacation schedules that shall be approved by the employee’s immediate supervisor should be planned in such a way that the operational procedures are not interrupted.

**Full-time classified employees working less than twelve (12) months**

1. Schedule – Ten (10) paid holidays will be determined annually and reflected on the payroll calendar and paid during the corresponding payroll period. Ten (10) vacation days are built into the employee’s work calendar, so as to reduce number of unpaid days throughout the school year. These days are not paid out if the employee resigns and are not for the employee’s use.

2. The employee must work the day before and after a paid holiday in order to be paid for the holiday or

3. The employee uses such paid leave time as he/she is entitled to based upon employment status to cover the day before and after a paid holiday.

**Full-time certified employees working less than twelve (12) months**

1. Employees shall earn 1 vacation day for every 20 days worked and those days are distributed throughout the employee’s work calendar. These days are not paid out if the employee resigns and are not for the employee’s use.

**PAID HOLIDAYS (Not part of policy – work calendar only)**

All twelve (12) month employees will receive the following paid holidays during the year:

- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
All ten (10) month classified employees will have these paid holidays:

1. Christmas Day
2. Day after Christmas
3. New Year’s Eve
4. New Year’s Day
5. MLK Jr. Day
6. Good Friday
7. Memorial Day
8. Labor Day
9. Thanksgiving Day
10. Thanksgiving Friday
11. Christmas Eve
12. Christmas Day
13. Day after Christmas
14. New Year’s Eve
15. New Year’s Day
16. MLK Jr. Holiday
17. Good Friday
18. (Ten additional days are built into the work calendar)

1. TCA 5-23-101;104
Lakeland School System

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1 Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

2 The attendance supervisor shall oversee the entire attendance program which shall include:1

3 1. All accounting and reporting procedures and their dissemination;

4 2. Alternative program options for students who severely fail to meet minimum attendance requirements;

5 3. Ensuring that all school age children attend school;

6 4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver’s permit or license; and

7 5. Notifying the Department of Safety whenever a student with a driver’s permit or license withdraws from school.2

8 Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.3

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

10 1. Personal illness;

11 2. Illness of immediate family member;

12 3. Death in the family;

13 4. Extreme weather conditions;

14 5. Religious observances; 4

15 6. School sponsored or school endorsed activities; 5

16 7. Summons, subpoena, or court order; or

17 8. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

18 The principal shall be responsible for ensuring that: 5

19 1. Attendance is checked and reported daily for each class;

20 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

21 3. All student absences are verified;

22 4. Written excuses are submitted for absences and tardiness;

23 5. System-wide procedures for accounting and reporting are followed.

34 TRUANCY
Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools who will, in turn, provide written notice to the parents/guardians of the student's absence. The director of schools shall also comply with state law regarding the reporting of truant students to the proper authorities. In addition, the principal/designee shall initiate meaningful communications with the student and parent(s)/guardian(s) in order to determine the underlying cause(s) of the unexcused absences. The principal/designee shall then develop an attendance plan and coordinate additional services designed to improve the student’s attendance.

Upon notification that a student has been absent ten (10) days without adequate excuse, the principal/designee shall attempt to meet in person with the student and parent(s)/guardian(s) to determine the appropriate services needed to improve the student attendance. The principal/designee shall document all communication attempts and refine the attendance plan as needed.

If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures for making up missed instructional days. In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

MILITARY SERVICE OF PARENT/GUARDIAN

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

MAKE-UP WORK

[Insert local practices concerning make-up work]

STATE-MANDATED TESTS/END OF COURSE EXAMS

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion. However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:
1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.

2. Procedures in due process are available to the student when credit or promotion is denied.

**DRIVER'S LICENSE REVOCATION**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

**ATTENDANCE HEARING**

An attendance committee appointed by the principal will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student’s parent(s)/guardian(s) may request a Board hearing, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the director of schools/designee. The action of the Board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers and administrative staff.

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**Legal References**

1. TRR/MS 0520-1-3-0520-1-3-08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 10-7-504; 20 U.S.C. § 1232g
4. TRR/MS 0520-1-3-03(16); TCA 49-6-2904
5. TCA 49-6-3007
6. TCA 49-6-3021(c)
8. TCA 49-6-3019
9. TRR/MS 0520-1-3-06(1)(d)(2)
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

**Cross References**

- Extracurricular Activities 4.300
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs 4.803
- Student Records 6.600
The Board of Education is concerned about the psychological welfare of all students. The Board confirms its commitment to control and minimize the psychological intrusiveness of personal surveys or research studies that elicit individual student responses about attitudes, feelings, or personal habits of students and their families.

Any research studies or surveys conducted with students shall comply with the following guidelines:

1. Identification of any student by name, social security number, or other individually distinctive identification data is prohibited.
2. All proposed surveys or research studies must be submitted and approved in writing in advance by the superintendent or a senior staff member specifically designated by the superintendent.
3. Copies of approved surveys will be provided to school grade level directors and school principals involved prior to implementation by any in-system or out-of-system individual or agency.
4. Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. Following such notification and prior to the administration of the survey, analysis, or evaluation, parents/guardians may opt their child out of participation. The superintendent shall develop procedures for granting such parental requests and to implement the other provisions of this policy.
5. No student shall be asked to reveal any of the following information about himself or family members:
   a. political affiliations;
   b. mental and psychological history or problems potentially embarrassing to the student or family;
   c. sexual behavior or attitudes;
   d. critical appraisals of other individuals with whom respondents have family relationships;
   e. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers; or
   f. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

   NOTE: The only exception to the provisions in #5 above will be surveys about use of drugs, beverage alcohol, tobacco products, or dangerous weapons conducted as part of the school system’s approved drug or alcohol education program, provided no individual, personal identification is allowed.

6. Teachers or principals shall not administer, or allow to be administered by others, any survey of student attitudes, beliefs, or social behavior without written notification to and written permission from the student’s parent or legal guardian for students under the age of 18.
7. No copies of completed surveys will be identified in any way with individual students and/or maintained in any student’s file.
8. **Exceptions:** (1) The collection, retention, and use of student names, social security numbers, school zoning, school academic grades, and academic test scores may be transmitted by the school system to the State Department of Education or to individual colleges or other K-12 schools (on written request by parent or legal guardian for students under 18 years of age). (2) Student academic information and test data may be used for educational research (without individual student identification) within the school system.

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**Legal References**

1. TCA 49-2-211
2. 20 USCA § 1232h
3. No Child Left Behind, Part F § 1061 (1)(E) & (F) & (2)
4. No Child Left Behind, Part F § 1061 (4)(A)
5. TCA 49-2-211

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**Cross References**

Testing Programs 4.700
The Board will transact all business at official meetings which may be either regular or special.

Every meeting of the Board, except as provided by State of Tennessee law, will be open to the public. Open meetings will be physically accessible to all students, employees, and interested citizens.

No one shall bring a camera, camcorder or other photographic equipment to Board meetings without the consent of the Board.

REGULAR MEETINGS

Regular meetings of the Board shall be held on the second Monday of the month at 7:00 p.m. at Lakeland City Hall. Work Sessions are usually held one (1) week prior at 6:30 p.m.

In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chair.

SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it, or when requested to do so by a majority of the Board.

Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

ELECTRONIC ATTENDANCE

Absent Board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a board member is absent due to military service, he/she may participate electronically as often as he/she is able to do so. However, a board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

General Requirements

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically.

2. Any member wishing to participate electronically must do so using technology which allows the Chair to visually identify the member.
3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made, unless the Board chooses to make additional attempts.

Work Related Absence

The following requirements apply to electronic attendance due to a work related absence:

1. The Board member must be absent from the county due to work.

2. The member wishing to participate must give the Chair and director at least five (5) days notice prior to the meeting of the member's desire to participate electronically.

Family Emergency

The following requirement applies to electronic attendance due to a family emergency:

1. The member must be absent due to the hospitalization of the member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

Legal References

1. Tenn. Code Ann. § 8-44-102
2. Tenn. Code Ann. § 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty. Gen. 95-126
5. Tenn. Code Ann. § 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Section 504 & ADA Grievance Procedures 1.802