The Board shall operate without standing committees, except for the Executive Committee; however, special committees composed of board members may be appointed by the chairman at the direction of the Board and as the needs of the Board shall require. Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All reports by special committees shall be made directly to the Board.

1. A special committee serving in an advisory capacity shall ordinarily consist of less than a quorum of board members;

2. The committee will be advisory only;

3. Issues to be discussed by the committee must be approved in advance by the entire Board;

4. A committee shall serve no longer than the annual organization meeting of the Board unless reappointed to finish a designated task; and

5. Committee meetings shall be held in accordance with the Open Meetings law.

Legal References
1. TCA 49-2-205(2)
2. TCA 8-44-102(a)(b)(1)(A)(B)(C)

Cross References
1. School Board Meetings 1.400
2. Public Hearings 1.401
Lakeland Board of Education

Monitor: Review: Annually, in September

Descriptor Code: 1.401

Issued Date:

Issued:

Rescinds:

The Board may hold public hearings in the following circumstances:

1. When a licensed employee is dismissed during a contract period, that licensed employee shall be entitled to a hearing, upon written request, as provided by law;¹

2. When a student has been suspended and the resolution has not been satisfactory;²

3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or

4. When the Board deems it to be in the public interest.

Any individual(s) requesting a hearing before the Board will make such request in writing stating the purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific reasons for requesting the transfer. All requests for hearings must be received by the Board or director of schools within the time limit prescribed by law for that category of hearing.

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301 (GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross References

Appeals To and Appearances Before the Board 1.404
Suspension/Dismissal of Nontenured Teachers 5.200
Suspension/Dismissal of Tenured Teachers 5.202
APPEALS TO THE BOARD

Any matter relating to the operation of the school system may be appealed to the Board. However, the Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin. If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the superintendent and the Board shall determine whether to hear the appeal.

APPEARING BEFORE THE BOARD

Individuals desiring to appear before the Board must submit a written request with descriptive materials to the office of the superintendent three (3) work days before the meeting. If the request is approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All requests submitted will be included in the board packet.

If an individual wishes to address the Board on an item on the agenda, he/she may sign up on the form provided before the beginning of the board meeting to request time to speak. Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board.

The chair may recognize individuals not on the agenda for remarks to the Board if it is determined that such is in the public interest. A majority vote of members present can overrule the decision of the chair.

Individuals speaking to the Board shall address remarks to the chair and may direct questions to individual board members or staff members only upon approval of the chair. Each person speaking shall state his name, address, and subject of presentation. Remarks will be limited to two (2) minutes unless time is extended by the Board. The chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to Board rules.¹

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office of the superintendent.

Legal References
1. TCA 39-17-306

Cross References
School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502
In order to promote school-community interaction relating to the policy and operation of the schools, the Board shall:

1. Strive to keep citizens regularly informed about all of the policies, practices and planning of the school system;

2. Direct all school employees, including teachers, administrators and support service personnel, to participate in good school-community interactions;

3. Recognize the right of the news media to inquire, research and report to the public information about local schools.

The principal of each school shall be responsible for the development of a public relations program and shall promote programs which involve parents and the community with the school.

The director of schools shall be responsible for providing leadership in school-community relations. Through the use of his/her staff, he/she shall promote a program to best coordinate the involvement of the schools and community.

Cross References

Visitors to the Schools 1.501
Board Meeting News Coverage 1.502
Advertising & Distribution of Materials in Schools 1.806
Crisis Management 3.203
Community Use of School Facilities 3.206
Staff Community Relations 5.606
A copy of the agenda and agenda materials will be sent in advance to members of the news media who request it. Additionally, all reports approved by the Board shall be made available to the media.

The press will be provided with working copies of the agenda and agenda materials upon request.

The chairman of the Board and/or the director of schools will be available after each meeting to answer questions and to clarify points of discussion and action.

Cross References

Board-Community Relations 1.500
News Releases, Conferences and Interviews 1.503
The director of schools may establish such committees as he/she finds necessary for proper administration of board policies and for the improvement of the total educational program.

All administrative committees created by the superintendent shall be for the purpose of obtaining the advice and counsel of personnel of the system and to aid in communication. Authority for establishing policy remains with the Board and authority for implementing policy remains with the director of schools.

The membership, composition, and responsibilities of committees will be defined by the director of schools and may be changed at his/her discretion.

Legal References

Cross References

1. Qualifications/Duties of the Director of Schools 5.802
The Board shall establish school attendance areas and periodically review boundary adjustments. The director of schools shall enforce these areas as established by the Board.\textsuperscript{1}

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

1. The educational opportunity afforded students;
2. The capacity of each school; and
3. The geographic location of each school in relationship to the surrounding student population.

_____________________________  
Legal References

1. TCA 49-6-403(c)  

Cross References
SCOPE

This policy shall apply to Sponsors and potential Sponsors of newly created public charter schools. It shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-13-106 (b) (2).

DEFINITION

A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services.¹

The purposes of charter schools are to:²

1. Improve learning for all students and close the achievement gap between high and low students;
2. Provide options for parents to meet educational needs of students in high priority schools;
3. Encourage the use of different and innovative teaching methods, and provide greater decision making authority to schools and teachers in exchange for greater responsibility for student performance;
4. Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;
5. Create new professional opportunities for teachers; and
6. Afford parents substantial meaningful opportunities to participate in the education of their children.

APPLICATION PROCESS ³

A prospective charter school sponsor shall send the director notice of its intent sixty (60) days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school.

A sponsor seeking Board approval of an initial charter school application must complete the form provided able to implement a viable program of quality education for its students. In the case where a traditional public school is seeking to convert to a charter school, the application must include documents showing the necessary parental or teacher support.

Applications must be submitted to Board on or before 4:30 p.m. on April 1 of the year preceding the year in which the proposed charter school plans to begin operation as a public charter school. Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday,
Sunday or holiday on which the school district offices are closed, applications will be accepted on the previous business day on or before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of $500.00.

REVIEW TEAM

If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be composed of: members of the administrative staff for the district; community members; and a member of the Board. At the Board meeting in February each year, the Director of Schools shall make a recommendation to the Board of which members of his administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in March of each year. The Board shall designate a chairman of the review team as the contact person for answering questions about the application process and receiving applications.

The Board shall require a procedure of receiving, reviewing and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the procedure, including the review criteria, shall be available to any interested party upon request.

The review team shall:

1. Evaluate all charter school applications based on the review criteria adopted by the Board;
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration;
3. Monitor charter school progress; and
4. Make recommendations for revocation, renewal or non-renewal of charter contracts.

APPROVAL, DENIAL OF APPLICATION

The Board shall rule by resolution on the approval or denial of a charter application within ninety (90) days of receipt of the completed application or the application shall be deemed approved by law.

Approval

If the application is approved, the Sponsor may proceed to negotiate a charter agreement with the Board through its designee within the district administration. The Sponsor of a public charter school that is approved by the Board shall enter into a written agreement with the Board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing by the Tennessee Department of Education as well as provide a list of requirements that the sponsor wants to waive. In the application, the sponsor must demonstrate that the proposed charter school meets the purpose prescribed by law for the formation of a charter school and the proposed charter school will be and shall include all aspects of the Sponsor’s approved application as well as any reporting requirements prescribed under state or federal laws.

To warrant adoption, charter schools must promote and implement new and innovative practices and conditions in delivering public education not typically found in traditional public schools. All charter schools that include high schools (grades 9-12) must be SACS accredited. It is expected that the candidate school status for accreditation will be received during the first year of the charter school operation.
Charter schools approved by the Board of Education are expected to implement the application as submitted and approved. Substantial deviations from the approved application may result in revocation of the Charter by the Board.

Charter schools approved by the Board are expected to operate with knowledge of and compliance with all rules, regulations, statutes and policies relevant to that charter school’s operations; including but not limited to instruction, human resources, communication, administration, business services, facilities and operations, transportation, food services, safety and student discipline. The Board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the Board shall be provided at Board actual cost.

The Governing Body of an approved public charter school shall make a written report to the Board annually between August 1 and September 1. This reporting requirement shall begin in the year after the year in which the public charter school begins operation. This annual report shall include: a report on the progress of the school in achieving its goals, objectives, pupil performance standards, content standards, and all other terms of the charter agreement; and a financial statement disclosing the financial health of the school including the costs of the administration, instruction and other spending categories of the school. 6

New public charter schools, conversion schools, and all renewals of charter agreements are approved for ten year periods. However, following the fifth year of a charter school’s initial period of operation or the fifth year of any renewal of a charter school agreement, the LEA must conduct an interim review of the charter school according to the guidelines developed by the Department of Education.

No later than October 1 of the year prior to the year in which the charter agreement expires, the governing body of a public charter school shall submit a renewal application to the Board. The Board shall make its renewal decision based on the progress of the school towards its stated goals and on the financial status of the school. 7

The Board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-122.

Denial

Upon receipt of the grounds for denial, the sponsor shall have fifteen (15) days within which to submit an amended application to correct the deficiencies. The Board shall have thirty (30) days either to deny or to approve the amended application or the application shall be deemed approved by law. 4

A denial of an application by the Board may be appealed by the sponsor, within ten (10) days of the final decision to deny to the State Board of Education.

Legal References

1. TCA 49-13-105; TCA 49-13-111(a)(1) - (5)(b)(c)
2. TCA 49-13-102
3. TCA 49-13-107
4. TCA 49-13-108; TRR/MS 0520-14-1-.01 &.02
5. TCA 49-13-110
6. TCA 49-13-120
7. TCA 49-13-121

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

1. Requests for the use of a school's facilities shall be made at the office of the principal;
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;
4. All activities must be under adult supervision and approved by the building principal. If deemed necessary, the principal may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or equipment;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities indicated, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
8. During emergencies or disasters, the Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense to make suitable facilities available without charge;
9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of equipment;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups.
11. The director of schools shall develop procedures and forms to effectively implement this policy.

Legal References
1. TCA 49-50-201
2. TCA 49-2-203(b)(4); TCA 49-2-405
3. TCA 49-2-203(b)(4)(B)

Cross References
Tobacco-Free Schools 1.803
Care of School Property 6.311
The transportation supervisor shall be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students.

Appeals of transportation decisions shall be made to the director of schools.

Students shall not be in transit to and from school more than one and one-half hours each way.\(^1\)

Upon being hired and at the beginning of each school year thereafter, every bus driver shall be given the policies and procedures relative to the transportation program.\(^2\)

Once the official route is begun, stops shall only be made to take on, discharge or transfer students. Buses are not to make any nondesignated stops, except for emergencies, when transporting students.

No student may exit the bus at a destination other than that student's designated bus stop. The director of schools shall develop procedures that would allow a student to exit the school bus at an alternative location. However, no student shall be allowed to exit the bus at a stop other than the student’s regular bus stop unless the student provides the driver with a signed note from the parent or guardian informing the driver of the change in the student’s bus stop for the day. The driver shall turn the note over to the principal as soon as practical after the completion of the route.\(^3\)

In the event that the driver finds it necessary for a student to exit the bus at a stop other than the student’s designated stop in order to preserve the safety of other student passengers or the driver, the driver may remove the offending student from the bus provided that the driver secures the safety of the student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver’s permission at a point other than the student’s destination for that trip.\(^4\)

Students who ride school buses shall attend the school designated unless the Board designates an alternate school. If a parent chooses to send his/her child to another school in the system, the parent must provide transportation to and from that school.

Legal References

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

Cross References

Bus Conduct 6.308
The principal of each school shall develop a plan to ensure maximum safety with traffic and parking for his/her campus and submit it to the director of schools for approval. This plan and other relevant information regarding traffic and parking shall be published annually in student and employee handbooks.

Cross References

Code of Behavior and Discipline 6.300
Interrogations and Searches 6.303
Suspension/Expulsion/Remand 6.316
The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.1

The system’s food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using a procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.2

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals must be made available to all students in attendance.
2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

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

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual.

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**Legal References**

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

**Cross References**

Deposit of Funds 2.500
Financial Reports and Records 2.701
Lakeland Board of Education

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

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion; and vehicles;

2. Liability: Board members, Superintendent and employees resulting from discharging their duties;

3. Worker’s compensation; and

4. Fidelity: Blanket bond and fiscal agent’s bond as required by statute.

The Superintendent shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board shall provide group health insurance for all full-time employees.¹

Board approval of group insurance for which the Board makes partial payment shall be given on recommendation of a committee comprised of at least one representative of each participating entity in the Health insurance pool.

PHI (Protected health Information)

The Municipal School District shall comply with the Health Insurance Portability and Accountability Act (HIPAA),³ and Health Information Technology for Economic and Clinical Health Act (HITECH)⁴ in the securing Protected Health Information.

GROUP LIFE

The Board shall provide group life insurance for all full-time employees.¹

RETIREES²

For Lakeland School System employees hired directly from Shelby County Schools prior to August 4, 2014 and employees hired by Lakeland School System between January 1, 2014 and June 30, 2014:

Payment of individual hospitalization insurance coverage shall be available for any retiring employee at the same cost as for other employees until the employee reaches age sixty-five (65) provide that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has enrolled in the Lakeland School System-sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years’ service with Lakeland School System.
   a. For employees in this category hired directly from Shelby County Schools, prior service credited by Shelby County Schools will be applied to the 15-year service requirement.

Life insurance shall be continued at one time annual earning to cap at $50,000 meeting the above requirements. This benefit is paid 100% by the board.

For Lakeland School System employees whose effective hire date is July 1st, 2014 or after who do not fall into the category above:

A defined contribution shall be available for any retiring employee to go toward the purchase of a health policy on the open market for five years following effective date of retirement or until the employee reaches age sixty-five (65), whichever comes first, provided that:

1. The employee is eligible for retirement under the eligibility standards as set by Tennessee Consolidated Retirement System; and
2. The employee has been enrolled in Lakeland School System-sponsored insurance plan for one (1) full year immediately prior to retirement; and
3. The employee has completed fifteen (15) years’ consecutive service with Lakeland School System.

Life insurance shall be continued at $10,000 under the same terms for employees meeting the above requirements. This benefit is paid 100% by the board.

Legal References

1. TCA 49-2-209
2. TCA 49-5-906
3. HIPPA, 42 U.S.C. § 1320d-1
4. HITECH

Cross References

Retirement 5021
The Board shall provide access to a free appropriate public education to all Students With Disabilities (SWD) ages 3-21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education, and state and federal law.

The Board shall develop and periodically update a local plan for providing special education services for Students With Disabilities. Specifically, the Board shall ensure the following:

1. All Students With Disabilities living within the attendance zones of the school system, receive a free and appropriate public education and the services to meet their unique needs; and
2. The rights of Students With Disabilities and their parents are protected.

The plan shall seek to accomplish the following objectives:

1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of Students With Disabilities.
2. To use the Individual Education Program Team (IEP-Team) for reviewing assessment, formulating programming, and determining placement for every student with a disability, including review of proposed suspensions when appropriate, in accordance with the State Board of Education Rules, Regulations, and Minimum Standards;
3. To ensure that educational placements are made to educate Students With Disabilities with non-disabled peers to the extent appropriate and with age-appropriate peers;
4. To provide each student with a disability with an individual educational program (IEP) specifically designed to meet his/her unique needs;
5. To provide continuing evaluation of the progress of each student with a disability, including at least annual review of each IEP and re-evaluation at least every three (3) years;
6. To ensure that procedural safeguards required by state and federal laws are adhered to; and
7. To involve parents of Students With Disabilities in a meaningful dialogue with school personnel which will begin with an initial referral and continue throughout the student’s educational career.

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Legal References

1. TRR/MS 0520-01-03-.09
2. TCA 49-10-101 et. seq.
3. Education of Individuals with Disabilities 20 U.S. C. Sections 1400-1485. Section 504 of the Rehabilitation Act of 1973. (Note: 504 of the Rehabilitation Act of 1973 has been interpreted by the courts to include individuals with contagious diseases to be handicapped.)

Cross References

Special Education Students 6.500
The Board recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority (LM) or who have limited English proficiency (LEP) shall be identified, assessed and provided appropriate services. No child shall be admitted to or excluded from any program based solely on surname or LM status.

**DEFINITIONS**

*Language Minority (LM)*: Refers to a student whose linguistic background, such as country of birth or home environment, includes language other than English. Language minority is based solely on the student's language background and not on proficiency.

*Limited English Proficiency (LEP)*: Refers to an LM student whose proficiency in reading, writing, listening and/or speaking English is below that of grade- and age-level peers. Limited English proficiency is based on the assessment of a student.

*English for Speakers of Other Languages (ESOL)*: An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education*: An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many LEP students share the same language and where qualified bilingual teachers are available.

*Child*: Any individual age 3-21.

*Parent*: Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program*: An instructional course in which an LEP child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.
LANGUAGE INSTRUCTION PROGRAM

The Board directs the administration to develop and implement language instruction programs that:

1. Appropriately identify language minority students through the use of a Student Home Language Survey. The building administrator shall develop procedures to ensure that all new and currently enrolled students complete the Home Language Survey.

2. Appropriately identify students with limited English proficiency using a State approved intake assessment.

3. Determine the appropriate instructional environment for LEP students.

4. Annually assess the English proficiency of LEP students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.

5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

6. Provide parents with information of the right to waive services.

Legal References

1. No Child Left Behind, Part A § 3102
2. No Child Left Behind, Part A § 3116
3. No Child Left Behind, Part A § 1112 (g) & (4)
1 If the Board finds that a state board rule or regulation inhibits or hinders district's ability to implement innovative programs designed to improve student achievement, it may apply for a waiver from such rule or regulation to the commissioner of education. However, the Board shall not seek a waiver from those rules and regulations that are specifically excluded by state law.

2 In the event of a natural disaster that results in the enrollment of displaced students, the Board may request a waiver from maximum class sizes.

Legal References

1. TCA 49-1-201(d)(1)
2. TCA 49-1-104(f)
Parent(s) may request that a student not be required to read a book, use certain materials, or participate in an activity. **If the request to the teacher is denied then a written request may be submitted to the principal.**

No student who is granted such a request shall be penalized academically for his/her failure to participate in an activity, read a book or use certain materials.

The final decision concerning the use of controversial materials shall rest with the Board.

Cross References
- Textbook Selection, Distribution and Care 4.401
- Selection of Instructional Materials 4.402
- Reconsideration of Instructional Materials 4.403
- Use of the Internet 4.406
- Web Pages 4.407
WORK SCHEDULES

The workday for full-time licensed and professional staff will be a minimum of seven hours and thirty minutes and will continue until professional responsibilities to the student and the school are completed. Administrative meetings, curriculum development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Teachers shall be allotted a duty-free planning period of two and one-half (2 1/2) hours each week to provide time for planning, preparation for effective teaching and attention to major program improvement. Work schedules for other employees will be defined by the director of schools or their designee, consistent with the Fair Labor Standards Act and provisions of this policy.

WORKWEEK DEFINED

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, will conform to federal and state regulations. The director of schools will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than forty (40) hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.

OVERTIME

The Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of their supervisor. All overtime work must be expressly approved in writing by the director of schools or their designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the director of schools/designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than forty (40) hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the finance director. The finance director will review work records of employees on a regular basis to make an assessment of overtime use.

Non-exempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Such employees shall be provided overtime pay as provided for working more than forty (40) hours in a workweek.

This policy shall be included in the staff handbook, however, employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime provisions. Such signed policy shall be placed in the employee's personnel file and shall constitute the written agreement in this section.
1 ATTENDANCE EXPECTATIONS

2 All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

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Legal References

1. TRR/MS 0520-1-3-.03(1)
2. TRR/MS 0520-1-3-.03; TCA 49-1-302
3. 29 CFR 553.20-23
4. 29 CFR 54.204 / 541.303

Cross References

1. School Day 1.801
2. Curriculum Development 4.200
3. Reporting Student Progress 4.601
4. In-Service & Staff Development Activities 5.113
5. Supervision of Students 6.408
A "home school" is a school conducted or directed by a parent or parents or legal guardian or guardians for their own children. Home schools which teach K-12 where the parents are associated with an organization that conducts church-related schools (as defined by §49-50-801) are exempt from the following provisions, but must follow procedures issued by the State Department of Education.

A parent wishing to conduct a home school shall meet the following requirements:

1. Provide annual notice to the director of schools before the commencement of each school year of the intent to conduct a home school;

2. Submit to the director of schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher;

3. Maintain attendance records, subject to inspection of the local director of schools;

4. Submit attendance records to the director of schools at the end of each school year;

5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;

6. Possess a high school diploma or GED;

7. Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service in grades five (5), seven (7), and nine (9);

8. Take actions according to state law if home school student falls behind appropriate grade level;

9. Submit proof to the director of schools that the home school student has been vaccinated as required by law;

10. Submit proof to the director of schools that other health services and examinations as required by law have been received by the home school student; and

11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher.

If one or more of these requirements are not met, the Board authorizes the director of schools to take formal action to bring the child into compliance with the compulsory attendance law (until the child has reached age 17), either in the home school or in a public, private or church-related school.

It shall be the policy of this Board that public school facilities shall be available for home school instruction only when all of the following conditions exist:
1. Special needs courses are being taught which require services unavailable to the home school student;

2. These services cannot be provided through any means other than the public schools;

3. Requests for services are made known by the home school parent when notice is given to the director of schools of the intent to conduct a home school;

4. The director of schools investigates request and make recommendations to the Board;

5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and

6. Approval by the Board on a case-by-case basis.

The director of schools, through the attendance supervisor, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

If a home school student falls more than one (1) year behind his appropriate grade level in his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, the director of schools shall require the parents to enroll the child in a public, private or church-related school.

Legal References

1. TCA 49-6-3050
Lakeland Board of Education

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The Board delegates to the director of schools the responsibility of developing specific codes of behavior and discipline which are appropriate for each level of school. The development of each code shall involve principals and faculty members of each level and shall be consistent with the relevant policies as adopted by the Board.

1.
The Board expects all employees, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:
1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have an appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:
1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one’s locker.

Legal References
1. 20 U.S.C. § 1703
Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

All district employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. The principal or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the director of schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor’s parent or guardian.

In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible for vandalism or theft or otherwise incurring any debt to a school until the student or the student’s parent/guardian has paid for the damages. If a student and/or his/her parent dispute damages or the amount of damages, the director of schools shall meet with them to discuss the matter. Within five (5) days of the meeting, the director of schools shall notify the student and his/her parent of the final decision.

When the minor and parent are unable to pay for the damages, the director of schools may meet with the parent in an attempt to reach an agreement. Upon payment or completion of an agreement between the director and a parent, the student’s grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if the student is not at fault.

Legal References

1. TCA 37-10-101
2. TRR/MS 0520-1-3-.03(15)

Cross References

Visitors to the School 1.501
Security 3.205
Student Fees and Fines 6.709
The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to: education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.¹

Using the state food allergy guidelines plan as a guide, the director shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.²

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**Legal References**

1. TCA 49-5-415 (f)(1) and (2)

**Cross References**

Medicines 6.405