

# Oneida Special School District

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## Administrative Procedures

### Section 1 – School Board Operations

<b>Descriptor Code</b>	<b>Policy Title</b>	<b>Issued Date</b>
<b>Committees/Consultants</b>		
1.303.1	Consultants	00/00/00
<b>Meetings and Procedures</b>		
1.401.1	Request for Board Hearing	00/00/00
1.404.1	Request to Appeal to the Board	00/00/00
1.404.2	Request to Appear Before the Board	00/00/00
1.404.3	Request to Address the Board	00/00/00
1.407.1	Records Request Form	00/00/00
1.407.2	Redaction of Confidential Information from Public Records	00/00/00
1.407.3	Records Production Letter	00/00/00
1.407.4	Records Request Denial Letter	00/00/00
1.407.5	Notice of Aggregation of Multiple Requestors Form	00/00/00
1.407.6	Safeguard Against Destruction	00/00/00
<b>Community Relations</b>		
1.500.1	School-Community Relations	00/00/00
1.501.1	Visitors to the Schools	00/00/00
<b>Policies and Procedures</b>		
1.601.1	Dissemination of Administrative Procedures	00/00/00
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<b>School District Organization and Planning</b>		
1.701.1	School District Planning	00/00/00
<b>General School Management</b>		
1.8011.1	Emergency Closings	00/00/00
1.8011.2	Emergency Release Form	00/00/00
1.8011.3	Employee Designations During Emergency Closure	00/00/00

# Oneida Special School District

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<b>Descriptor Code</b>	<b>Policy Title</b>	<b>Issued Date</b>
1.8012.1	Operation of School-Age Care Program	00/00/00
1.802.1	Notification of ADA/Section 504 Coordinator	00/00/00
1.802.2	Request for Section 501 Hearing	00/00/00
1.804.1	Drug-Free Workplace	00/00/00
1.806.1	Paid Advertising in School Publications	00/00/00
1.807	Use of School Name/Logo	00/00/00
1.809.1	Memorials	00/00/00
<b>Charter Schools</b>		
1.901.1	Review Team for Charter School Applications	00/00/00
1.901.2	Charter School Applications	00/00/00
1.903.1	Charter School Site Visits	00/00/00
1.906.1	Charter School Closures	00/00/00

# Oneida Special School District

## Consultants

## 1.303.1

An efficient working relationship between the consultant and the Board and/or staff members is needed at all times.

If the Board engages the services of a qualified professional consultant, the following guidelines will apply to foster the relationship between the consultant and the Board and/or staff members:

1. Keep an open line of communication – contact information should be exchanged between all parties to keep communication open;
2. Engage in upfront, clear, and consistent dialogue with your consultant;
3. Designate a point of contact to provide needed information to the consultant to complete research/project;
4. Develop a timeline for when the project/research is to be complete, including dates to meet as a group to review the progress of the research/project;
5. Limit the consultant's access to records, including but not limited to, student and employee records, to the extent necessary to perform the research/project, and if applicable, execute a written agreement requiring the consultant to comply with state and federal confidentiality laws;
6. Ensure that the consultant's compensation is not contingent upon the findings or result when the goal of a project or research is an external, objective review; and
7. Ensure that all findings are accurate and unbiased and approved by the director of schools or his/her designee.

# Oneida Special School District

**Request for Board Hearing**

**1.401.1**

Any individual(s) requesting a hearing before the Board will make a 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 shall be received within the required time frame for that category of hearing.

Fill out the below information and return this form to the office of the Director of Schools.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (optional):

\_\_\_\_\_

Purpose of the Hearing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Reasons for Request (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Date of Request*

# Oneida Special School District

## Request to Appear Before the Board

1.404.2

Individuals desiring to appear before the Board and include an item on the agenda shall submit a written request with descriptive materials to the office of the Director of schools 10 days before the meeting.

If the request is approved, the item will be placed on the agenda. Groups wishing to appear before the Board shall select only one (1) individual to speak on the group's behalf for a maximum of 5 minutes.

Fill out the below information and attach any descriptive materials. Return this form to the office of the Director of Schools.

Topic of Interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Descriptive Material Submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Date of Request*

# Oneida Special School District

## Request to Address the Board

**1.404.3**

If an individual wish to address the Board on an item on the agenda, he/she may complete the form provided before the beginning of the board meeting to request time to speak.

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 the subject of the presentation. Remarks will be limited to five (5) minutes.

Groups wishing to appear before the Board shall select only one (1) individual to speak on the group's behalf.

Fill out the below information. Return this form to the Chair of the Board and Director of Schools.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (optional):

\_\_\_\_\_

Subject of Interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Date of Request*

# Oneida Special School District

## Redaction of Confidential Information from Public Records

1.407.2

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.

Certain information maintained by the school district would be deemed confidential and need to be redacted from a public record unless expressly authorized by the individual or required by state or federal law. The following are examples of confidential information that may be found in a public record, including but not limited to:

1. Employee's telephone number;
2. Employee's bank account information;
3. Employee/student social security number; and
4. Employee/student driver's license information – except where driving or operating a vehicle is considered to be a part of the employee's duties.

When confidential information is being redacted due to a public records request, the following guidelines shall be used:\*

1. The records custodian will determine which information within the public record is deemed confidential.
2. If a record is maintained as a paper copy, a copy of the original document shall be made to ensure the integrity of the original document.
3. If a record is maintained electronically, a paper copy of this record shall be made for redaction purposes.
4. Once the confidential information is located with the document, this information shall be marked out with a black marker.

5. After all confidential information has been marked out, a copy of this redacted document shall be made to ensure that the requestor can't view the information through the marked-out redaction.
6. If the records custodian has a question as to the confidential nature of certain information within the record, he/she shall direct these questions to Human Resources Department.

## **EXEMPTED RECORDS**

The following records are excluded from public inspection, including but not limited to:

1. Student Records (depending on the circumstances of the request);
2. Medical Records;
3. Teacher Effect Data and Teacher Evaluations; and
4. Security and Safety Records.

*\*NOTE: Information regarding the redaction of confidential information can be found on the website of the Office of Open Records Counsel:*

[https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/BestPractices\\_1-20-17.pdf](https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/BestPractices_1-20-17.pdf)



# Oneida Special School District

## Records Production Letter

**1.407.3**

1The records custodian will determine whether the records requested to be inspected or copied are  
2available for public inspection.

3The records custodian shall promptly make available for inspection any public record not exempt from  
4disclosure.

5If the records cannot be made available within seven (7) business days, the records custodian shall  
6provide a records production letter indicating the time needed to complete the request.

7Attached to this administrative procedure is a sample of a records production letter. This is a sample  
8only and should be modified to meet the needs of the respective open records request.

9[Date]

10[Name of Requestor]

11[Address]

12[Address]

13Dear [Insert Name of Requestor],

14On [insert date that the records were requested], Human Resource Director received your open  
15records request to [inspect/receive copies] of [insert the description of the records being  
16requested].

17Per Tennessee Code Annotated § 10-7-503(a)(2)(B), the record requested shall be promptly made  
18available to the requestor. However, if it is not practicable for the record to be promptly made  
19available, the records custodian shall within seven (7) days furnish the requestor a response stating the  
20time reasonably necessary to produce the record.

21This letter is being sent to you to inform you that we are in receipt of your open records request, and  
22that after review, we are unable to promptly make available within seven (7) days the requested  
23records. By [insert date], the records you have requested will be made available to you or a  
24determination of accessibility and availability will be made regarding the requested records.

25If you have any additional questions, please contact Human Resources Director, 195 N. Bank St.,  
26Oneida, TN 37841.

27Sincerely,

28Human Resources Director

# Oneida Special School District

## Records Request Denial Letter

**1.407.4**

The records custodian will determine whether the records requested to be inspected or copied are available for public inspection. After a review is made, the records custodian may determine that the records requested are excluded from public inspection due to federal or state law.

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

The basis for denial shall be decided on one of the following grounds:

1. The request was not detailed to allow identification of the specific requested records;
2. Additional information is needed to identify the requested records;
3. The requested record does not exist;
4. The central office does not maintain the type of record requested;
5. No proof of Tennessee citizenship was presented with the request;
6. The requestor is not a Tennessee citizen;
7. The estimated costs for the copies have not been paid; or
8. State or federal law precludes this information from being made available for public inspection.

**[Date]**

**[Name of Requestor]**

**[Address]**

**[Address]**

Dear **[Insert Name of Requestor]**,

On **[insert date that the records were requested]**, Human Resources Director received your open records request to **[inspect/receive copies]** of **[insert the description of the records being requested]**.

Per Tennessee Code Annotated § 10-7-503(a)(2)(B), the record requested shall be promptly made available to the requestor. However, if it is not practicable for the record to be promptly made available, the records custodian shall within seven (7) days furnish the requestor a response stating that the records request has been denied and the basis for the denial.

This letter is being sent to you to inform you that we are in receipt of your open records request and that after review, the records request has been denied due to **[insert the basis for denying the request]**.

If you have any additional questions, please contact Human Resources, 195 N. Bank St., Oneida, TN 37841.

Sincerely,

Human Resources Director

*\*Note: This letter is a sample only. Recommend modifying the letter to meet the specific needs of the current records request.*

# Oneida Special School District

## Notice of Aggregation of Multiple Requests/Requestors Form

1.407.5

The records custodian can make the determination that multiple or frequent records requests need to be aggregated for the purposes of calculating fees for copies. Likewise, when the total number of requests for copies made by a requestor 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.

The records custodian can make the determination of aggregating public record requests made by multiple requestors if the records custodian believes the requestors are acting together for the purposes of calculating fees for copies.

Prior to charging a reasonable fee, the requestor(s) shall be notified of board policy 1.407 and provided with notification of the aggregation of the multiple records requests.

The records custodian will provide the requestor(s) with an invoice detailing the charges. The requestor(s) shall pay the estimated reasonable costs by cashier's check or money order 10 days prior to the district producing the copies.

*\*NOTE: Information regarding frequent and multiple requests can be found on the website of the Office of Open Records Counsel:*

[https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/Frequent and Multiple Requests.pdf](https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/Frequent%20and%20Multiple%20Requests.pdf)

**ONEIDA SPECIAL SCHOOL DISTRICT**  
**AGGREGATE OF MULTIPLE REQUESTS BY SINGLE REQUESTOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

Description of Record(s) Being Aggregated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Aggregation of Records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Records Custodian*

\_\_\_\_\_  
*Date*

**ONEIDA SPECIAL SCHOOL DISTRICT**  
**AGGREGATE OF PUBLIC RECORDS REQUESTS BY MULTIPLE REQUESTORS**

Name of Requestors and Contact Information:

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Description of Record(s) Being Aggregated:

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Reason for Aggregation of Records:

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\_\_\_\_\_  
*Signature of Records Custodian*

\_\_\_\_\_  
*Date*





# Oneida Special School District

## **Safeguard Against Destruction, Removal, or Loss of Records**

**1.407.6**

A copy of the Tennessee Institute for Public Services records manual as well as a copy of the regulations maintained by the Public Records Commission and the Tennessee State Library and Archives shall be given to all heads of departments as well as employees who are responsible for the maintenance of school district records.

Human Resources will oversee the retention and destruction of school district records and will field any questions regarding the appropriate timeframe of destroying certain records. Human Resources shall take reasonable precautions to ensure records are retained in adequate conditions and safe from loss or unintended destruction.

The retention of school district records will follow the schedule of retention provided by the County/Municipal Technical Assistance Service (CTAS/MTAS).

At the end of the records' retention period, records to be destroyed shall be submitted to the Payroll Specialist for the appropriate destruction of the records.

After the destruction, the employee shall sign off and date in the destruction log book.

# Oneida Special School District

## School-Community Relations

1.500.1

1The flow of information from the community to the school is necessary if the school is to be successful  
2in providing the best possible educational environment and experiences for students.

### 3PUBLIC RELATIONS PROGRAM

4In order to enhance the flow of information and encourage community involvement, the principal of  
5each school shall develop a public relations program that includes, but is not limited to, the following:

- 6 1. A community advisory committee with broad community representation to provide a flow of  
7 information from the community to the school on a broad range of topics, including the  
8 program of studies, extracurricular activities, school discipline, school objectives, achievement,  
9 and educational needs;  
10
- 11 2. A select group of staff, under the direction of the principal, that works closely with school-  
12 related groups such as the PTA/PTO for the purpose of receiving parent input and suggestions  
13 for school improvement;  
14
- 15 3. A survey committee to stimulate citizen participation in a program of school-community  
16 interpretation and evaluation;

### 17SUGGESTIONS AND COMPLAINTS FROM THE COMMUNITY

18Any suggestions or complaints from community members will be submitted to the Director of Schools  
19(DOS), Assistant Director of Schools or his/her DOS designee. Once received, the suggestions and  
20complaints will be handled in the following manner:

- 21 1. Give a courteous acknowledgment of the suggestion or complaint.  
22
- 23 2. After a discussion of the suggestion or complaint, give an invitation to file a written  
24 complaint to be submitted to the Assistant Director of Schools, 195 N. Bank St., Oneida,  
25 TN 37841.

# Oneida Special School District

## **Dissemination of Administrative Procedures**

**1.601.1**

Administrative procedures shall, at a minimum, be maintained at the central office and made available upon request to all employees during normal business.

Employees are encouraged to request information in regard to new or amended administrative procedures and forms that impact their day-to-day operations.

Employees are encouraged to participate in the development of administrative procedures by submitting proposals to the Director of Schools. These proposals will be considered when formulating administrative procedures.

# Oneida Special School District

## Administrative Committees

## 1.602.1

1In establishing an administrative committee pursuant to board policy, the following steps shall be  
2taken:

- 3 1. Appoint committee members with expertise or specialized knowledge in the subject area for  
4 which the administrative committee is formed;
- 5
- 6 2. Provide the committee members with:  
7
  - 8 a. An explanation of the purpose for the administrative committee;
  - 9
  - 10 b. If applicable, a list of items and resources to consider in formulating a  
11 recommendation;
  - 12
  - 13 c. A list of tasks and responsibilities; and
  - 14
  - 15 d. A timeframe for completion of each task and responsibility.

16An administrative committee may be comprised of district staff, consultants, parent(s)/guardian(s),  
17community members, and students, when appropriate.

# Oneida Special School District

School District Planning

1.701.1

## 1 FIVE (5) YEAR STRATEGIC PLAN

2 Goal 1: **[INSERT AND REPEAT FOR EACH GOAL IN STRATEGIC PLAN]**

3 Strategy: **[Typically included in strategic plan]**

4 Individual Accountable for Success: **[School Board/Director]**

5 Procedures Necessary to Implement:

6 Forms: **[if applicable]**

7 Other measures: **[if applicable]**

8 **[Insert additional goals if needed.]**

## 9 BOARD IMPROVEMENT PLAN FOR THE DISTRICT

10 Goal 1: **[INSERT AND REPEAT FOR EACH GOAL IN BOARD IMPROVEMENT PLAN]**

11 Strategy: **[Typically included in board improvement plan]**

12 Individual Accountable for Success: **[School Board/Director]**

13 Procedures Necessary to Implement:

14 Forms: **[if applicable]**

15 Other measures: **[if applicable]**

16 **[Insert additional goals if needed.]**

## 17 SCHOOL IMPROVEMENT PLAN

18 Goal 1: **[INSERT AND REPEAT FOR EACH GOAL IN SCHOOL IMPROVEMENT PLAN]**

19 Strategy: **[Typically included in school improvement plan]**

20 Individual Accountable for Success: **[Staff/Principal/Director]**

21 Procedures Necessary to Implement:

22 Forms: **[if applicable]**

23 Other measures: **[if applicable]**

24 **[Insert additional goals if needed.]**

# Oneida Special School District

**Notification of ADA/Section 504  
Coordinator**

**1.802.1**

## **1ADA/SECTION 504 COORDINATOR**

2Special Education Director/504 Coordinator, 195 N. Bank St., Oneida, TN 37841

## **3METHODS OF NOTIFICATION**

4The contact information of the ADA/Section 504 coordinator will be posted in the central office as  
5well as in each office of each school building within the school district.

6This information, as well as corresponding board policy 1.802, shall also be included in each student  
7and employee handbook.

8Communication is sent yearly.

# Oneida Special School District

## Request for Section 504 Hearing

1.802.2

1A parent/guardian who wishes to challenge an action or omission with regard to the identification, 2evaluation, or placement of a student who has or is believed to have a disability, as defined by Section 3504, shall make an oral or written request for a due process hearing to the Section 504 coordinator. The 4request shall be submitted on or reduced to writing on the below form provided through the Central 5Office.

6Fill out the below information and return this form to the Special Education Director/504 Coordinator, 7195 N. Bank St., Oneida, TN 37841.

8Parent/Guardian Name:

9 \_\_\_\_\_

10Address: \_\_\_\_\_

11Student's Name:

12 \_\_\_\_\_

13Address: \_\_\_\_\_

14Student's School:

15 \_\_\_\_\_

16Phone: \_\_\_\_\_

17E-mail (optional):

18 \_\_\_\_\_

19Reason for Hearing Request: Identification \_\_\_\_\_

20Evaluation \_\_\_\_\_ Placement \_\_\_\_\_

21Description of Action/Omission Being Challenged:

22 \_\_\_\_\_

23 \_\_\_\_\_

24Action Desired:

25 \_\_\_\_\_

26 \_\_\_\_\_



27 \_\_\_\_\_

28 \_\_\_\_\_

29 \_\_\_\_\_  
30 *Signature of Parent/Guardian* *Date*

# Oneida Special School District

## Drug-Free Workplace

1.804.1

No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs or any alcohol.

Employees shall be required, as a condition of employment, to abide by the terms of this administrative procedure and notify his/her immediate supervisor of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after the conviction.

### DEFINITIONS

“Workplace” shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event, or function.

“Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal law.<sup>2</sup>

“Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic, derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they were not intended or prescribed, including, but not limited to, the use of prescription drugs prescribed for another individual; and any lawful substances that could result in impairment of physical or mental capacity that is threatening to the health or safety of the employee or others.<sup>3</sup>

“Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and every liquid containing alcohol as defined by state and federal law.<sup>4</sup>

### NOTIFICATION

A copy of these administrative procedures, as well as any corresponding board policy, will be provided to each employee at the beginning of each school year. These documents shall also be included in the employee handbook.

Within ten (10) days after receiving notice from an employee of a conviction, any federal grant agency that grants funds to the school district of the employee’s drug conviction shall be notified.

### DRUG-FREE AWARENESS PROGRAM

At the beginning of each school year, all employees shall be informed of the following:

1. Dangers of drug abuse in the workplace;
2. Board's policy of maintaining a drug-free workplace;
3. Available drug counseling, rehabilitation, and employee assistance programs; and
4. Penalties that may be imposed on employees for drug abuse violations.

#### **PENALTIES FOR DRUG ABUSE VIOLATIONS**

Within thirty (30) days of receiving notice from an employee of a conviction, the Director of Schools shall take appropriate action, including but not limited to:

1. Suspension pending investigation, subject to dismissal;
2. Termination; or
3. Satisfactory participation in a drug abuse assistance or rehabilitation program approved by the Board.

# Oneida Special School District

## **Paid Advertising in School Publications**

**1.806.1**

School publications may accept and publish paid advertising with the approval of the Director of Schools. Any solicitation, advertising, or allowance of promotional messaging through a school publication by outside entities shall be consistent with board policy and any corresponding administrative procedures.

School publications including, but not limited to, school yearbooks, school web site, school newspapers, and event programs may accept and publish paid advertising; however, these advertisements shall be age-appropriate and consistent with board policy. Advertisements will be denied for publication if they contain any of the following:

1. Promotion of the sale, usage, or consumption of tobacco or alcohol;
2. Negative representation or portrayal of public education;
3. Endorsement or disavowment of any candidate for government office;
4. Endorsement or disavowment of any issue in a government election;
5. Messages that address labor issues;
6. Negative effects on the learning experience and the overall well-being of a student;
7. Information that is libelous, vulgar, obscene, racially offensive, or factually incorrect;
8. Promotion of gambling or gambling venues;
9. Sexual content or has sexual overtones;
10. Promotion of illegal products for minors; or
11. Conflict with any district standards or goals.

Any paid advertisements shall be covered by a written agreement which will reflect the amount paid for the advertisement. The amount charged for a particular advertisement to run in a school publication

is at the discretion of the local school Principal. The amount will vary due to the type of school publication and the type of advertisement (i.e. size or color).

The local school Bookkeeper shall deposit any proceeds attributable to paid advertising in the appropriate account per the *Tennessee Internal School Uniform Accounting Policy Manual*.

# Oneida Special Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Use of School Name/Logo</b>	Descriptor Code: <b>1.807</b>	Issued Date: <b>01/04/22</b>
		Rescinds: <b>1.807</b>	Issued: <b>02/06/03</b>

1 **SCHOOL NAME**

2 No school or community organization, employee, student, or other person may use the school or school  
3 district's name in any promotional manner or for personal benefit without prior approval of the Board.

4 **SCHOOL LOGO**

5 Use of the district's trademarked logo for any retail or commercial purpose, for endorsements,  
6 promotions, or similar endeavors requires approval from the Director of Schools who will then submit  
7 requests to the Board.

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Cross References

Board-Community Relations 1.500

# Oneida Special School District

## Memorials

1.809.1

### 1General

2Schools are designed primarily to support learning and shall not serve as the main venue for memorial  
3services of students or staff. Memorial activities expressed at school shall be coordinated and approved  
4through the Director of Schools/designee and the principal of that school.

### 5TEMPORARY MEMORIALS

6Temporary memorials, as approved by the Director of Schools/designee, may be displayed within the  
7school building until the day of the funeral, or within one week following the death, after which time  
8they will be given to the family. Allowable temporary memorials include banners, pictures, and student  
9desk displays and are only allowed in locations monitored by school officials. Temporary memorials  
10cannot alter district-owned property which includes, but is not limited to, lockers and desks. Memorials  
11displayed by individual students or staff on school grounds (outside school building) will be limited to  
12one (1) month past the funeral.

### 13OTHER MEMORIAL ACTIVITIES

14The Director of Schools/designee may approve any of the following additional activities:

- 15 1. Yearbooks: A student or staff member that has died may be acknowledged in the yearbook  
16 during the year of his/her death. Information will be limited to his/her name, photo, date of  
17 birth and death, and school activities he/she participated in.
  
- 19 2. Commemorative Events: A commemorative event may be established and held in the name of  
20 the deceased student or staff member. Activities cannot be held during the school day and  
21 should be sponsored by a class, club, or activity in which the deceased student or staff member  
22 participated. Advertisement and communication of events shall occur outside the school day.
  
- 24 3. Graduation Recognition: A token of remembrance, such as a plant or bouquet of flowers, may  
25 be present on-stage during graduation to represent the deceased members of a graduating class.  
26 A member of the school administration can direct the audience in a moment of silence to  
27 collectively recognize deceased members of the graduating class.
  
- 29 4. Moment of Silence Recognition: A moment of silence may be used following the death of a  
30 student or staff member to honor his/her memory. School-wide moments of silence will occur  
31 within two (2) school days, following notification of the death. Moments of silence also may be  
32 utilized during extracurricular events and community-based events in which the deceased  
33 participated.

**34PROHIBITED ACTIVITIES**

35Selling and/or fundraising of memorial items during the school day is prohibited. District student  
36activity accounts cannot be used to support, finance, or fundraise for memorials. Proceeds from district  
37extracurricular events cannot be donated to agencies for memorials. Utilizing school events, such as  
38graduation, homecoming festivities, prom, and other thematic events to memorialize deceased students  
39or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies  
40and promoted outside the school day.



# Oneida Special School District

## Emergency Closings

**1.8011.1**

### *General*

Schools will not be in session when it is considered unsafe for buses to travel on any district roads or due to any other emergency which poses a threat to the transportation of students. The determination as to whether to close schools due to inclement weather will be made after consultation with the Transportation Supervisor.

### **SCHOOL CLOSINGS**

If it is determined that, due to inclement weather, schools need to be closed for the day, the management team will be notified after a final decision has been made. Principals may institute a method of notifying members of their staff.

The Director of Schools or his/her designee shall notify radio and television stations if the school district will not be in session. Stations are requested to broadcast the school closing as often as possible. Additional closure information shall be made available by a School Reach Call.

Any school activities or extracurricular activities may be canceled if scheduled on a day when school is closed for inclement weather. School Activity closures will be determined by the Director of Schools or his/her designee.

### **EARLY DISMISSALS**

When weather emergencies necessitate the need to dismiss school during the school day, the following guidelines shall be followed:

1. All principals and central office staff shall be notified.
2. The Transportation Supervisor shall notify all bus drivers and transportation personnel.
3. Principals may notify all teachers to begin making arrangements for an early dismissal.
  - a. Students who drive shall be released from class as soon as the principal receives the announcement of a school closing.

- b. Teachers and other personnel shall be dismissed as soon as possible and only after each student has reported to his/her respective area for early dismissal.
4. Radio and television stations shall be notified and requested to make the announcement and repeat as often as possible to allow parent(s)/guardian(s) to make arrangements for the early dismissal of students.
5. Additional closure information shall be made available on news media and/or social media.

# Oneida Special School District

## Emergency Release Form

1.8011.2

Dear Parent/Guardian:

Due to severe weather or other types of emergencies that would warrant the school to dismiss early, please complete the form below as to the appropriate mode of transportation for your child in case of early school dismissal. Once completed, return to your child's classroom teacher as soon as possible.

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

School Building: \_\_\_\_\_

My child, \_\_\_\_\_, will:

Ride the bus as usual

Walk, drive or ride a bike as usual

Be picked up by his/her parent/guardian who can be contacted during the school day at:

Name of Parent/Guardian: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Be picked up the friend or relative named below:

Name of Person: \_\_\_\_\_

Relationship: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Follow a different plan. (Please give detailed instructions below.)

\_\_\_\_\_

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I verify that I have reviewed this plan and these instructions with my child, and he/she understands what procedure is to be followed in the event of early dismissal due to severe weather or other types of emergencies.

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Signature of Parent/Guardian

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Date

# Oneida Special Board of Education

## Employee Designations During Emergency Closure

1.8011.3

1 *General*

2 In the event of an emergency that requires closure of a school building, group of schools, or the entire  
3 district, the Director of Schools is authorized to continue to pay employees who are not able to physically  
4 report for duty as a result of the ongoing emergency.

5 Employees shall work as directed by the Director of Schools, whether that is by physical appearance at  
6 work or teleworking.

7 **CUSTODIAL STAFF**

8 During school district closures related to an emergency, custodial staff, including ten- and eleven-month  
9 employees, may be required to report to their assigned buildings for work unless approved for leave or  
10 directed otherwise by their supervisor. Building assignments may fluctuate to meet the needs of the  
11 district.

12 **FOOD SERVICE WORKERS**

13 During school district closures related to an emergency, certain food service workers may be required to  
14 report to an assigned location. Assigned locations may vary to meet changing needs of the district.

15 **LEAVE REQUESTS**

16 If an employee has exhausted his/her leave, the employee shall obtain approval from Human Resource  
17 Director before being allowed to take any specially approved paid leave during an emergency closure.

18 Failure to report without approved leave will result in disciplinary measures up to and including  
19 termination.

# Oneida Special School District

## Review Team for Charter School Applications

1.901.1

### ORIENTATION

Orientation for the review team will be conducted to ensure consistent evaluation standards and practices, the elimination of real or perceived conflicts of interest, the observance of essential protocols, and the fair treatment of applicants.

Director of Schools/Assistant Director will develop and conduct the orientation which will contain information including, but not limited to, the following:

1. Relevant state and federal laws;
2. Board policy regarding charter schools;
3. State Board of Education policy regarding charter schools;

### CONFLICT OF INTEREST

The application-review process and decision making will be free from any conflicts of interests. Each member of the review team will make full disclosure to the Assistant Director/Director of Schools or his/her designee of any potential or perceived conflicts of interest between the reviewer and the applicants. A conflict of interest includes any direct or indirect benefit, resulting from the authorization of the charter school, by a reviewer.

# Oneida Special School District

## Charter School Applications

1.901.2

### RECEIVING APPLICATIONS

In order to qualify for review, charter applications and the application fee shall be received on or before the close of business on February 1<sup>st</sup> of the year preceding the year in which the proposed public charter school plans to begin operation. The charter application shall be submitted to the Director of Schools/Assistant Director of Schools or his/her designee.

### REVIEWING APPLICATIONS

The review team will evaluate each charter school application received. During the evaluation of the charter application, the review team will determine whether the application contains sufficient information per state law.

The review team will conduct a thorough review of the written proposal and a substantive in-person interview with the qualified applicant to examine the applicant's experience and capacity.

The review team will also make their determination of the status of the charter application by determining if the charter school has the capability to meet the needs of the following groups of students:

1. Students who are assigned to, or were previously enrolled in, a priority school;
2. Students, who in the previous year, failed to test proficient in the subjects of reading/language arts or mathematics in grades 3-12 in either the Tennessee comprehensive assessment program examinations or the end of course assessments; or
3. Students who are eligible for free or reduced-price lunch.

As part of the review, the review team shall take into account the performance, including both student growth and achievement, or any charter school operated by the sponsor.

Other factors that will be taken into consideration include, but are not limited to:

1. Whether the establishment of the charter school will have a substantial negative financial impact on the district such that authorization would be contrary to the best interest of the students, district, or community; and

2. Whether charter school plans to staff positions for teachers, administrators, and support personnel by utilizing nonimmigrant foreign worker H1B or J1 visa programs in excess of three and one-half percent (3.5%) of the total number of positions at any single school location of any school year.

## **RULING ON APPLICATIONS**

After a review of the charter application, the review team will recommend one of the following options to the Board: approve, reject, or reject with stipulations for reconsideration.

## **TIMELINE FOR APPLICATION AND REVIEW PROCESS**

During the review of charter applications, the following timeline shall be used:

1. On or before February 1<sup>st</sup>, a charter application shall be received by the Board.
2. Within thirty (30) days of receiving the charter application, the review team shall review the application and present it to the Board for a vote.
3. The Board will take action on the charter application at its next meeting.
4. The Board will 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.
5. Amended applications shall be submitted within thirty (30) days of receipt under the same process as the initial application. The Board shall have sixty (60) days from receipt to approve or deny the amended application.



# Oneida Special School District

## Charter School Site Visits

1.903.1

1A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and  
2other qualitative information that cannot be obtained otherwise. The Director of Schools/Assistant  
3Director of Schools or his/her designee shall evaluate the performance standards as outlined in the  
4charter agreement and monitor compliance with state law. All reports will be available for inspection  
5by board members.

### 6EXPECTATIONS OF CHARTER SCHOOL

7Prior to the charter site visit, the Director of Schools/Assistant Director of Schools or his/her designee  
8will contact the charter school and complete the following:

9 1. Communicate the date and time of the proposed visit;

10

11 2. Notify if any classroom observations will be taken place, and if so, what times;

12

13 3. Notify if any teacher interviews will be taken place, and if so, what times;

14

15 4. Inform if any documentation needs to be compiled; and

16

17 5. Supply a schedule of events for the day;

18During the charter site visit, the Director of Schools/Assistant Director of Schools or his/her designee  
19will be on site and ensure the following:

20 1. The site visit will be as minimally intrusive as possible and will not disrupt the operations of  
21 the instructional day; and

22

23 2. The charter school administration will provide any and all necessary assistance to aid in the site  
24 visit.

25 After the charter site visit, the Director of Schools/Assistant Director of Schools or his/her designee  
26 will be on compile a report or all observations, including any findings, and will complete the  
27 following:

28 1. Submit the site visit report to the Director of Schools to present at the next board meeting;

29

30 2. Submit a copy of the site visit report to the charter school; and

31

32 3. Communicate with the charter school any deficiencies and recommend actions on how to  
33 improve.

#### 34 **RENEWAL OF CHARTER SCHOOL**

35 The Director of Schools/Assistant Director of Schools or his/her designee shall conduct a renewal  
36 evaluation site visit to each charter school that submits a charter renewal application.

# Oneida Special School District

## Charter School Closures

**1.906.1**

1A transition team composed of staff from the charter school and the Director of Schools will convene  
2once the decision to close the charter school is made and will ensure that the charter school continues  
3to instruct its students per the charter agreement for the remainder of the school year unless an  
4immediate closure is ordered.

### 5NOTIFICATION

6The charter school shall notify, in writing, the parent(s)/guardian(s) of all enrolled students of the  
7closure decision within one (1) calendar week of that decision being rendered by the Board.

8Parent(s)/guardians(s) will be informed of all other public school options for which the student is  
9eligible to enroll.

10The transition team shall notify all agencies, employees, insurers, contractors, creditors, debtors, and  
11management organizations as to the closing of the charter school.

### 12TRANSITION OF STUDENTS AND RECORDS

13The transition team shall oversee the transition of students and the release and transfer of student as  
14well as personnel records to the Board.

### 15DISPOSITION OF SCHOOL FUNDS, PROPERTY, AND ASSETS

16The transition team shall oversee the submission of financial statements to the Board, the disposition of  
17school funds and assets according to state law and perform a school audit.