



Weakley County Schools

8319 Highway 22, Suite A

Dresden, TN 38225

Phone: (731) 364-2247

Fax: (731) 364-2662

weakleycountyschools.com

DATE: June 7, 2024

TO: Members, Weakley County School Board

FROM: Jeff Cupples, Director
Weakley County Schools
Joshua Moore, Chairman
Weakley County School Board

RE: Special Called School Board Meeting

The mission of Weakley County Schools is to provide an educational environment that will encourage students to “achieve their full potential” as they prepare for unique roles as contributing members of our complex and changing society.

The Weakley County School Board will meet in special session on Thursday, June 20, 2024 at 6:00pm at the Weakley County Board of Education.

AGENDA:

1. Approval of the Agenda.
2. Public Comment.
3. Consider/approve Board Policy 3.501 Revisions (Meal Charge) 2nd Reading
4. Consider/approve Board Policy 4.4061 (Artificial Intelligence) 2nd Reading
5. Consider/approve budget resolutions and/or transfers.
6. Consider/approve the Director’s contract.

The Weakley County School Board welcomes public comments during regular board meetings. Requests to address the Board in Public Comment must be received by the Board Secretary at least 24 hours prior to the Board meeting, or by 5:00PM the date before the meeting. Request for comments must pertain to a specific actionable item that is listed on the agenda. Remarks will be made during the Public Comment period as it is listed on the agenda. The acting Board Chairperson will select comments in the order in which they were received. Public comment speakers will share the 12 minutes time slot, in equal increments of time, not to exceed three (3) minutes per person. In the event that a public comment is not read in its entirety within the individual allotted time, a full copy can be made accessible to the Board. Upon the conclusion of the Public Comment portion of the meeting, Board business will resume to the next item on the agenda.

Public Comment Request form can be accessed weakleycountyschools.com/schoolboard or by calling the Board Secretary at 731-364-2247.

Weakley County Board of Education



Monitoring:

Descriptor Term:

Meal Charge Policy

Descriptor Code:
3.501

Issued Date:
6/3/2021

1

2 As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal
3 programs (National School Lunch Program and/or School Breakfast Program) must have a
4 written and clearly communicated meal charge administrative procedure in place no later than
5 July 1, 2017. All SFAs must have an administrative procedure in place for children participating
6 at the reduced price or paid meal rate who either do not have money in their account or in hand
7 to cover the cost of the meal at the time of service. SFAs are required to communicate that
8 administrative procedure to families and school and/or district-level staff members as
9 appropriate. SFAs should ensure the administrative procedure is communicated on an annual
10 basis.

11

12 Families will have access to the Meal Charge Policy via Weakley County School website and
13 student handbook. Families of transfer students (during the year) will receive a written copy of
14 the district-wide charge administrative procedure with their student handbook.

15

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

18

19 LOCAL CHARGE ADMINISTRATIVE PROCEDURE CONSIDERATIONS

20

21 General

22

23 One breakfast is served to all students in grades PK-12 at no cost to the student. Teachers who
24 participate in Breakfast in the Classroom are also allowed to receive one breakfast at no cost. No
25 cost breakfasts are limited to one adult per class. Additional items can be purchased by students
26 and adults at a la carte pricing.

27

28 Students in grades PK-12 may charge two lunches parents are notified. Staff or faculty may also
29 charge two meals. This service is designed to cover emergency situations only. It is not designed
30 to provide a credit service for continuous charging and collecting for adult and student meals.

31

32

33 Household Notification

34

35 Negative balance notification. Parents may check account balances and request low balance
36 notifications at www.schoolcafe.com.

37

38

39

40 Delinquent Debt

41

42 Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with
43 efforts being made to collect them. The debt may remain on the accounting documents until it is

3.501 Meal Charge Policy

1 either collected or determined to be uncollectable. The debt may be carried over at the end of the
2 school year (beyond June 30).

3
4 The household's debt will be delinquent for 7 days before the SFA requests payment. Weakley
5 County Schools may withhold all grade cards, diplomas, certificates of progress or transcripts of
6 a student until such student makes restitution in full.

7 8 **Repayment plans**

9
10 Each household may request a repayment plan that will include payment levels and due dates
11 appropriate to a household's particular circumstances. Please contact ~~Trista Snider,~~
12 Trista.Snider@wesk12tn.net **Jamie Knott, Jamie.Knott@wesk12tn.net** or 731-364-3347 for
13 establishing a repayment plan.

14 15 **Bad Debt**

16
17 Bad debt is determined to be uncollectable, with that further collection efforts for delinquent debt
18 deemed useless or too costly. Delinquent debt will be considered as bad debt after 180 days.

- 19 • Bad debts (debts which have been determined to be uncollectable), including losses
20 (whether actual or estimated) arising from uncollectable accounts and other claims, are
21 unallowable. Related collection costs, and related legal costs, arising from such debts
22 after they have been determined to be uncollectable are also unallowable (section
23 200.426 of subpart E).
- 24 • Bad debt must be written off as an operating loss after 180 days the nonprofit school food
25 service account (NSFSA) resources may not be used to cover the costs related to the bad
26 debt. The funds will be obtained to restore the unallowable bad debt to the NSFSA from
27 the school district's general fund. Once delinquent meal charges are converted to bad
28 debt, records relating to those charges must be maintained in accordance with record
29 retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

30 31 **Additional Resources**

32
33 Families may find assistance with applying for free or reduced price schools meals by contacting
34 ~~Trista Snider, Trista.Snider@wesk12tn.net~~ **Jamie Knott, Jamie.Knott@wesk12tn.net** or 731-364-
35 3347.

36 37 **Notice Regarding Funds Remaining in Withdrawn and Graduating Student Accounts**

38
39 Families should request a refund for any funds left in a withdrawn or graduated student's lunch
40 account within 30 days of their last day of attendance.

41
42 Refund request should be emailed to ~~Trista.Snider@wesk12tn.net~~ **Jamie.Knott@wesk12tn.net** or
43 mailed to:

3.501 Meal Charge Policy

1 Weakley County Board of Education
2 Attention: School Nutrition Department
3 8319 Highway 22, Suite A
4 Dresden, Tennessee 38225
5

6 Along with the refund request please include your child's name, the school attended, your name,
7 your phone number, and a current address for a check to be mailed to. Parents can also request
8 for a student's remaining funds to be transferred into another student's account, such as a
9 sibling. If the withdrawn or graduated student's account has a balance in excess of \$20.00, the
10 School Nutrition Department will attempt to notify a parent or guardian regarding the remaining
11 balance.
12

13 Any undesignated funds left in the withdrawn or graduated student's account after the 30 day
14 window will be retained by the WCS School Nutrition Department and at its discretion be used
15 to offset unpaid meal charges accrued by other students.
16

17 *"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights
18 regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in
19 or administering USDA programs are prohibited from discriminating based on race, color, national
20 origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or
21 activity conducted or funded by USDA.*
22

23 *Persons with disabilities who require alternative means of communication for program information (e.g.
24 Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local)
25 where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may
26 contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information
27 may be made available in languages other than English.*
28

29 *To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint](#)
30 [Form](#), (AD-3027) found online at:
31 http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed
32 to USDA and provide in the letter all of the information requested in the form. To request a copy of the
33 complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
34*

35 1) mail:

36 U.S. Department of Agriculture
37 Office of the Assistant Secretary for Civil Rights
38 1400 Independence Avenue, SW
39 Washington, D.C. 20250-9410,
40

41 2) fax: (202) 690-7442; or
42

43 3) email: program.intake@usda.gov
44

45 *This institution is an equal opportunity provider.*

Weakley County Board of Education



Monitoring:

Descriptor Term:

Artificial Intelligence

Descriptor Code:

4.4061

Issued Date:

1 *Introduction*

2

3 Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are
4 programmed to think and learn. It can perform tasks that typically require human intelligence,
5 such as understanding language, recognizing patterns, solving problems, and making decisions.
6 As AI technologies evolve, the district seeks to establish clear guidelines to leverage these tools
7 appropriately within our K-12 schools. This policy outlines the acceptable and unacceptable
8 uses of AI in our schools.¹

9

10 **STUDENTS**

11

12 Students must use AI tools solely for educational purposes only with the express permission of
13 teachers or school authorities. Using AI for non-educational activities or submitting AI work as
14 original student work within the school context is prohibited.

15

16 When permitted to use AI for educational purposes, students are expected to use AI technologies
17 ethically, respecting copyright laws and the intellectual property rights of others. AI should not
18 be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work
19 must not be submitted in the place of student work. Should AI be used in any capacity, the
20 student must acknowledge the use of AI related to their assignments whether in text, images,
21 multimedia, etc.

22

23 Any form of communication using AI tools, including chatbots or virtual assistants, must adhere
24 to the same standards of respect and decency expected in human interactions. Abusive, harmful,
25 or disrespectful conduct through AI platforms is unacceptable. Any infractions will be addressed
26 with the district's code of conduct regarding bullying.

27

28 Students must not use AI to access or disseminate harmful or inappropriate content. They should
29 immediately report any security breaches, suspicious activities, or exposure to inappropriate
30 content encountered during AI use to school authorities.

31

32 **TEACHERS**

33

34 AI is not intended to replace the social elements of teaching and mentoring. While AI can
35 augment teaching, it must not substitute for the personalized and empathetic interaction between
36 teachers and students.

37

38 AI is not a substitute for assignments that require original thought.

39

40 AI should support, not replace, the professional judgment of educators.

41

¹ Public Chapter 0550 of 2024

4.4061 Artificial Intelligence

1 AI-generated educational content must be thoroughly vetted by educational professionals to
2 ensure accuracy, relevance, and appropriateness. Relying solely on AI to generate and deliver
3 instructional material is not acceptable. When teachers submit lesson plans for observation
4 purposes and/or when teachers submit lesson plans for teacher improvement plan purposes, they
5 must acknowledge any use of AI in the development of the lesson plan documents.

6
7 Allowing unsupervised use of AI tools by students, especially younger children, can lead to
8 misuse, exposure to inappropriate content, or misinterpretation of information. Educators must
9 guide and supervise AI interactions within the educational framework.

10
11 In order to ensure academic integrity, teachers have the authority to check students' assignments
12 by AI content detectors and/or plagiarism recognition software.

13

DRAFT