

**School Board Meeting**  
**March 12, 2020 6:30 PM**  
**HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
  - A. February 2020 Bills
  - B. February 2020 Financial Report
  - C. February 6, 2020 Regular Board Meeting
  - D. February 21, 2020 Special Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
  - A. SCOPE Recognition
  - B. 2019 Audit Report
  - C. Review and discussion of Dr. Hamlett's contract
  - D. Superintendent Search Update
  - E. 2020-2021 Budget Committee Selection
  - F. 2020-2021 School Calendar
  - G. WAN and Internet Services Bid
  - H. Lawn Maintenance Contract
  - I. Board Policy Updates - 2nd Reading
    - 1. 4.605 Graduation Requirements
    - 2. 6.411 Student Wellness
  - J. Board Policy Updates - 1st Reading
    - 1. 3.204 Threat Assessment Teams
    - 2. 3.405 Commercial Advertising on School Buses
    - 3. 4.302 Field Trips/Excursions/Competitions
    - 4. 4.606 Graduation Activities
  - K. Stigall Roof Repair Report
  - L. Building Fund Report
  - M. Superintendent's Report
    - 1. Personnel Report
- VI. Citizens Concern
- VII. Adjournment

**School Board Meeting**

February 6, 2020 6:30 PM  
HJSHS Library

Attendance Taken at 6:29 PM.

Rev. Mark Hodge: Present  
Mr. Terry Johnson: Present  
Mr. Wayne McLemore: Absent  
Mr. Leon McNeal: Present  
Ms. Valeria Wedley: Present

Also present: Dr. Versie Hamlett, Superintendent

**I. Call to Order**

**II. Swearing in - Oath of Office**

Rev. Mark Hodge was sworn in by Mayor Marvin Sikes.

**III. Roll Call**

**IV. Consent Agenda**

**Motion passed:** Motion to approve the Consent Agenda as presented passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Absent  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 4, Nay: 0, Absent: 1

**A. January 2020 Bills**

**B. January 2020 Financial Report**

**C. January 9, 2020 Regular Board Meeting**

**V. Agenda Approval**

**Motion passed:** Motion to approve the agenda as amended to add the HJSHS Entrance Vestibule Bid to the regular agenda passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Absent  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 4, Nay: 0, Absent: 1

**Motion passed:** Motion to amend the agenda to remove agenda item VI-E Attorney/Client Privilege Meeting and agenda item VI-F Post Election

Statement by Rev. Mark Hodge passed with a motion by Ms. Valeria Wedley and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Nay  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Absent  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 3, Nay: 1, Absent: 1

## **VI. Regular Agenda**

### **A. Discussion of Superintendent Search**

**Motion passed:** Motion to discuss the Superintendent Search and have Valeria Wedley research the process passed with a motion by Ms. Valeria Wedley and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Absent  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 4, Nay: 0, Absent: 1

### **B. Board Policy Update - 1st Reading**

The following policy was presented for the first reading:

#### **1. 4.605 Graduation Requirements**

### **C. Board Policy Updates - 2nd Reading**

**Motion passed:** Motion to approve the following policies as amended, tabling Policy 6.411 until the March board meeting passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Absent  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 4, Nay: 0, Absent: 1

#### **1. 4.201 Class Size Ratios**

#### **2. 6.300 Code of Conduct**

#### **3. 6.411 Student Wellness**

#### **4. 6.600 Student Records**

### **D. School Resource Officer Report**

The SRO officer, Mr. Roy Hudson, discussed a concern he had with the school board about the students being allowed to wear ear buds during the school day. He feels this is a safety issue and suggested they not be allowed.

### **E. Attorney/Client Privilege Meeting**

The agenda was amended to remove this item from the agenda.

**F. Post Election Statement by Rev Mark Hodge**

The agenda was amended to remove this item from the agenda.

**G. Superintendent's Report**

- The following District-Level 2020-2021 Teachers of the Year were introduced and presented with certificates: Grades Pre K-4, Tiffany Pettigrew, Grades 5-8, Chandra Maclin and Grades 9-12, Jason Wiles.
- The calendar committee is in the process of developing the 2020-2021 school year calendar. It will be on the March agenda for approval.
- Reading textbooks are up for adoption this year and are available for review.
- February 17 is President's Day and school is closed.

**1. Personnel Report**

The Board was updated as to the personnel changes that have taken place since the January Board Meeting.

**H. HJSHS Entrance Vestibule Bid**

**Motion passed:** Motion to approve passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

- Rev. Mark Hodge: Yea
- Mr. Terry Johnson: Yea
- Mr. Wayne McLemore: Absent
- Mr. Leon McNeal: Yea
- Ms. Valeria Wedley: Yea
- Yea: 4, Nay: 0, Absent: 1

**VII. Citizens Concern**

**VIII. Adjournment**

**Motion passed:** Motion to adjourn passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

- Rev. Mark Hodge: Yea
- Mr. Terry Johnson: Yea
- Mr. Wayne McLemore: Absent
- Mr. Leon McNeal: Yea
- Ms. Valeria Wedley: Yea
- Yea: 4, Nay: 0, Absent: 1

\_\_\_\_\_  
Leon McNeal, Chairman Date

\_\_\_\_\_  
Dr. Versie Hamlett, Superintendent Date

**Special School Board Meeting**  
February 21, 2020 10:00 AM  
Board of Education Conference Room

Attendance Taken at 10:00 AM.

Rev. Mark Hodge: Present  
Mr. Terry Johnson: Present  
Mr. Wayne McLemore: Present  
Mr. Leon McNeal: Present  
Ms. Valeria Wedley: Present

Also present: Dr. Versie Hamlett, Superintendent

**I. Call to Order**

**II. Roll Call**

**III. Agenda Approval**

**Motion passed:** Motion to approve the agenda passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

**IV. Stigall Roof Repairs Bid**

**Motion passed:** Motion to approve passed with a motion by Ms. Valeria Wedley and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

**V. Adjournment**

**Motion passed:** Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

---

Leon McNeal, Chairman Date

---

Dr. Versie Hamlett, Superintendent Date

HUMBOLDT CITY SCHOOLS  
2020-2021 ATTENDANCE CALENDAR

July 27	In-service
July 28	In-service
July 29	In-service
July 30	In-service
July 31	First Day for Students, ½ Day
August 31	Progress Reports Go Out
September 7	Labor Day, No School
October 2	1 <sup>st</sup> Quarter Ends
October 8	Parent-Teacher Conference (3:30-6:30 p.m.)
October 9	Parent-Teacher Conference (9:00 a.m.-12:00 p.m.)
October 12 - 16	Fall Break
November 3	In-service, No School
November 12	Progress Reports Go Out
November 25-27	Thanksgiving Break
December 18	½ Day for Students / 2 <sup>nd</sup> Quarter Ends ( <b>Full day for personnel</b> )
December 21 – January 4	Christmas Break
January 4	In-service, No School
January 5	First Day Back for Students – Second Semester
January 14	Parent-Teacher Conference (3:30-6:30 p.m.)
January 14	Report Cards Go Out
January 18	Martin Luther King Day, No School
February 4	Progress Reports Go Out
February 15	Presidents' Day, No School
March 10	3 <sup>rd</sup> Quarter Ends
March 18	Report Cards Go Out
March 29 – April 2	Spring Break
April 16	Progress Reports Go Out
April 15 – May 8	EOC/TN Ready
May 6 - 7	Strawberry Festival, No School
May 14	Graduation
May 21	Last Day of School ½ Day; 4 <sup>th</sup> Quarter Ends
May 24	In-service
May 25	Post Records / Report Cards
May 31	Memorial Day

**\*All students (Pre-school – 12) begin Friday, July 31, 2020.**

\*First & last day of school will be ½ day for students and regular day for personnel. Dismissal at 11:00 a.m. for students.

**\*December 18 will be ½ day for students & regular day for personnel.** Dismissal at 11:00 a.m. for students.



## *Humboldt City Schools*

### **Board of Education**

2602 Viking Drive  
Humboldt, Tennessee 38343  
Phone 731-784-2652 • Fax 731-784-2480

---

**Date:** 3/5/2020  
**To:** Dr. Versie Hamlett, Superintendent  
**From:** Wayne Sheehan, Technology Director  
**RE:** WAN and Internet Bid

---

On February 27, 2020, bid openings were held for ERATE Internet Services. The following vendors provided bids:

**1. WAN and Internet for 4 locations and buses**

<b>Vero Fiber networks</b>	<b>Monthly \$1,152.00**</b>	<b>Install \$221,404.00</b>
<b>1Tennessee</b>	<b>Monthly \$4,989.40</b>	

**I recommend that we accept the bid for Wan and Internet from 1 Tennessee.**

**\*\* Did not meet all bid specifications.**

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>10/23/19</b>
		Rescinds: <b>4.605</b>	Issued: <b>03/15/18</b>

## 1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:<sup>1</sup>

4 1. Achieve the specified twenty-four (24) units of credit (Humboldt City Schools requirement);

5

6 2. Take the required end-of-course exams;

7

8 3. Have satisfactory records of attendance and conduct;

9

10 4. Take the ACT or SAT prior to graduation;<sup>2</sup> and

11

12 5. Pass a United States civics test.<sup>3</sup>

## 13 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

14 Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a  
15 regular high school diploma.

16 Students who have received the below diplomas shall continue to make progress towards a regular high  
17 school diploma until the end of the school year in which they turn twenty-two (22) years old.

### 18 *Special Education Diploma*

19 A special education diploma shall be awarded to students who have not met the requirements for a regular  
20 high school diploma<sup>5</sup> but have:

21 1. Completed four (4) years of high school;

22

23 2. Made satisfactory progress on their IEP; and

24

25 3. Maintained satisfactory records of attendance and conduct.

### 26 *Occupational Diploma*

27 Special education students who do not meet the requirements for a regular high school diploma may be  
28 awarded an occupational diploma if the student has:<sup>1,4</sup>

- 1 1. Completed at least four (4) years of high school;
- 2
- 3 2. Made satisfactory progress on their IEP;
- 4
- 5 3. Maintained satisfactory records of attendance and conduct;
- 6
- 7 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
- 8 (SKEMA); and
- 9
- 10 5. Has two (2) years of paid or non-paid work experience.

11 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
12 year or two (2) academic years prior to the expected graduation date.

### 13 *Alternate Academic Diploma*

14 Special education students who do not meet the requirements for a regular high school diploma may be  
15 awarded an alternate academic diploma if the student has:<sup>4</sup>

- 16 1. Completed at least four (4) years of high school;
- 17
- 18 2. Participated in the high school alternate assessment;
- 19
- 20 3. Earned the prescribed twenty-two (22) credit minimum;
- 21
- 22 4. Made satisfactory progress on their IEP;
- 23
- 24 5. Maintained satisfactory records of attendance and conduct; and
- 25
- 26 6. Completed a transition assessment that measures postsecondary education and training,
- 27 employment, independent living, and community involvement.

### 28 **STUDENT LOAD**

29 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum  
30 of six (6) units of credit for graduation per year. Students with hardships and gifted students may appeal  
31 this requirement to the Director of Schools and then to the Board.<sup>6</sup>

### 32 **EARLY GRADUATION<sup>7</sup>**

33 High school students shall be permitted to complete an early graduation program. Students intending to  
34 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as  
35 soon thereafter as the intent is known.

36 In order to graduate early, students shall meet the following requirements:

- 37 1. Earn the required eighteen (18) credits;
- 38

- 1        2. Achieve a benchmark score for each required end-of-course exam;
- 2
- 3        3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 4
- 5        4. Meet the minimum ACT or SAT benchmark score;
- 6
- 7        5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 8
- 9        6. Complete at least two (2) types of the following courses:
- 10
- 11            a. AP;
- 12            b. IB;
- 13            c. Dual enrollment; or
- 14            d. Dual credit.
- 15        The Director of Schools shall develop administrative procedures to ensure that the early graduation
- 16        program is conducted in accordance with state law.

---

#### Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;  
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education  
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

---

#### Cross References

Basic Curriculum Program 4.201  
Alternative Credit Options 4.209  
Honor Roll, Awards, & Class Ranking 4.602

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date:
		Rescinds:	Issued:

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious  
2 practices and the impact that such practices have on student academic achievement, health, and well-  
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be  
4 followed by all schools in the district.<sup>1</sup>

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and  
7 existing wellness related programs and services in schools and the surrounding community based on  
8 state law and State Board of Education CSH standards and guidelines. The district's Coordinated  
9 School Health Coordinator shall be responsible for overseeing compliance with State Board of  
10 Education CSH standards and guidelines in the school district.

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2, 3</sup>**

12 A school district health advisory council shall be established to serve as a resource to school sites for  
13 implementing policies and programs and develop an active working relationship with the county health  
14 council. The council shall consist of individuals representing the school and community, including  
15 parents, students, teachers, school administrators, health professionals, school food service  
16 representatives, and members of the public. The primary responsibilities of the council include but are  
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations  
19 as to physical activity and nutrition policies;
- 20 21 2. Ensuring all schools within the district create and implement an action plan related to all  
22 School Health Index modules;
- 23 24 3. Ensuring that the results of the action plan are annually reported to the council; and
- 25 26 27 4. Ensuring that school level results include measures of progress on each indicator of the School  
Health Index.

28 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used  
29 as guidance by the council to make recommendations. The Board will consider recommendations of  
30 the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
2 community members, and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during  
3 the school year to assess needs and oversee planning and implementation of school health efforts. The  
4 Director of Schools/designee will ensure compliance with the school wellness policy, to include an  
5 assessment of the implementation of the wellness policy and the progress made in attaining the policy  
6 goals. The assessment will be made available to the public.

## 7 **COMMITMENT TO NUTRITION**

8 All schools within the district shall participate in the USDA child nutrition programs, which may  
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
10 Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup>

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
13 encouraged. All food including vending machines, fundraising items, and concessions must meet  
14 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> The  
15 school principal/designee shall be responsible for overseeing the school district's compliance with the  
16 State Board of Education rules and regulations for sale of food items in the school district.<sup>2,5,6</sup>

## 17 **DISTRICT GOALS**

18 The district will promote healthy nutrition through various activities, including nutrition related  
19 newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
20 dining areas, and informational booths at various community functions. Nutrition education will be  
21 offered as part of a standards based program designed to provide students with the knowledge and  
22 skills needed to promote and protect their health as outlined in the State Board of Education  
23 Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers  
24 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with  
25 a healthy breakfast.

## 26 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>**

27 The Board recognizes that physical activity is extremely important to the overall health of a child.  
28 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
29 of the school program.

30 Physical education classes shall be offered as part of a standards based program designed to provide  
31 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
32 physical education classes shall comply with the State Board of Education's Physical Education  
33 Standards. In addition to the district's physical education program, non-structured physical activity  
34 periods shall be offered as required by law.

35 Schools shall continue to offer after school sports and activities. Physical activity shall not be  
36 employed as a form of discipline or punishment.

1 **COMMITMENT TO CURRICULUM<sup>3</sup>**

2 All applicable courses of study should be based on State-approved curriculum standards.

3 **SCHOOL HEALTH INDEX<sup>3</sup>**

4 All schools within the district shall annually administer a baseline assessment on each of the  
5 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
6 Council and reported to the State Department of Education.

7 **RECORD KEEPING COMPLIANCE**

8 The district's Coordinated School Health Coordinator shall ensure that records demonstrating  
9 compliance with community involvement requirements are maintained. The Coordinated School  
10 Health Coordinator shall additionally document that the school wellness policy and triennial  
11 assessments are made available to the public.<sup>8</sup>

---

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06
6. 7 C.F.R. § 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

---

Cross References

Student Suicide Prevention 6.415

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="text-align: center;">Threat Assessment Team</h2>	Descriptor Code: <b>3.204</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

2 A threat assessment team shall be created within the school district to develop intervention-based  
 3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a  
 4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members  
 5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations  
 7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.<sup>2</sup>

10 **RECORDKEEPING**<sup>3</sup>

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that  
 12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board  
 14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public  
 16 inspection.

---

Legal References

1. TCA 49-6-2701 *et seq.*
2. TCA 49-6-2701(f)
3. TCA 49-6-2702(g); TCA 49-6-2702

---

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <h2 style="text-align: center;">Commercial Advertising on School Buses</h2>	Descriptor Code: <b>3.405</b>	Issued Date:
		Rescinds:	Issued:

- 1 Commercial advertising may be displayed on the exterior or interior of a school bus and is subject to  
 2 the following:<sup>1</sup>
- 3 1. The size and location of the advertisement shall be in accordance with state law;<sup>1</sup>
  - 4
  - 5 2. The Director of Schools/designee shall be responsible for the sale and approval of the  
 6 advertisement;
  - 7
  - 8 3. There shall be no advertising on school buses of tobacco products, alcohol products, political  
 9 campaigns,<sup>2</sup> or individual food items that cannot be sold to students through vending  
 10 machines;<sup>3</sup>
  - 11
  - 12 4. The Board shall decide annually as to the cost of commercial advertising per school bus;
  - 13
  - 14 5. If it is determined that the advertisement shall not be painted on the school bus, it will be  
 15 attached by frames that will be mounted only on the rear quarter panels; and
  - 16
  - 17 6. All contracts for commercial advertising shall comply with state law and board policy, and any  
 18 issues relating to these contracts shall be directed to the Director of Schools.

---

**Legal References**

1. TCA 49-6-2109(d); TRR/MS 0520-01-05-.01(7)
2. TCA 2-19-144
3. TCA 49-6-2307

---

**Cross References**

Student Transportation Management 3.400

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Field Trips/Excursions/Competitions</b>	Descriptor Code: <b>4.302</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The Board encourages field trips, excursions, and competitions when the experiences are an integral part  
3 of the school curriculum and contribute to the Board's desired educational goals.

4 Requests for field trips shall adhere to the *District Field Trip Manual* which shall include a list of current  
5 Board-approved day trips. In addition to the day trip procedures, a list of Board-approved overnight  
6 trips will appear in the *Field Trip Manual*. If the trip is listed, no further action need be taken. If the  
7 trip is not listed, the request must be made to the Board.

8 In addition to to the day trip procedures, trips abroad must be individually approved by the Board  
9 (approximately six (6) months prior to to the date of the trip). No approved list for trips abroad will be  
10 maintained.

## 11 **INDEPENDENTLY PLANNED TRIPS**

12 Trips privately planned by school district employees, acting outside the scope of their employment, are  
13 not authorized by the school district.

14 These trips are not approved by the Board and are not considered a part of the curriculum. Total  
15 responsibility for privately planned trips rests with the chaperone(s) as well as with the  
16 parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

- 17 1. Board funds or resources shall not be used;
- 18
- 19 2. School district materials shall not be used;
- 20
- 21 3. The Board shall not assume any liability;
- 22
- 23 4. Employees are not authorized to act on behalf of the school district;
- 24
- 25 5. Recruitment efforts made by an employee shall not occur during the instructional school  
26 day; and
- 27
- 28 6. Absences caused by participation in privately planned trips shall be considered unexcused.

\_\_\_\_\_  
Cross References

Advertising and Distribution of Materials in the Schools 1.806

Special Use of School Vehicles 3.402  
Extracurricular Activities 4.300  
Attendance 6.200

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Activities</b>	Descriptor Code: <b>4.606</b>	Issued Date:
		Rescinds:	Issued:

1 Students who have met graduation requirements are expected to participate in graduation activities.  
2 Students who are within two (2) or fewer credits of meeting all requirements<sup>1</sup> and can complete the  
3 requirements during the summer may participate in graduation activities. If extenuating circumstances  
4 exist at any school, the matter shall be presented to the Board prior to graduation activities.

5 Students who do not wish to participate in graduation activities shall notify the school principal in writing  
6 at least five (5) days prior to the day of graduation. Non-participating students shall receive their  
7 diplomas or certificates from the principal's office within one (1) week of the day of graduation.

8 Graduation apparel shall be determined by the administration of each school and shall be the personal  
9 expense of each student. Any fees required for graduation shall be waived for students who are eligible  
10 to receive free or reduced-price lunches, and in such cases, the school shall assume responsibility for  
11 payment of fees.<sup>2</sup>

12 Graduation shall be physically accessible to all students, their parent(s)/guardian(s), and other interested  
13 citizens.<sup>3</sup>

14 Graduation activities organized by district employees shall not be religious in nature.<sup>4</sup> The content of  
15 any students' speeches shall not reflect the endorsement, sponsorship, position, or expression of the  
16 school, employees, or Board.

17 The Director of Schools shall develop procedures to ensure that students are recognized at graduation  
18 for the following achievements:<sup>5</sup>

- 19 • Honors;
- 20 • State Honors;
- 21 • State Distinction;
- 22 • District Distinction;
- 23 • Tri-Star Scholar;
- 24 • Students receiving a TN Seal of Biliteracy;
- 25 • Students voluntarily completing at least ten (10) hours of community service each semester the  
26 student is in attendance at a public high school;
- 27 • Students receiving a gold or platinum medal on National Career Readiness Certificate; and
- 28 • Students graduating with a district-developed work ethic distinction.

---

Legal References

1. TCA 49-6-405(b)(2)
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. State Board of Education Policy 2.103; TCA 49-6-6010

---

Cross References

Section 504 & ADA Grievance Procedures 1.802  
Student Fees and Fines 6.709

Resignations

Robert Hodges – HJSHS, English

New Hires

Shea Coble – East, Cafeteria (part-time)

Angela McCurry – Stigall, Cafeteria