

**School Board Meeting**  
**August 11, 2016 6:30 PM**  
**HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
  - A. July 2016 Bills
  - B. July 2016 Financial Report
  - C. July 7, 2016 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
  - A. Discussion of Public Comments
  - B. Ice Cream Bid
  - C. Board Policy Updates
  - D. Contract Extension Update
  - E. Superintendent's Report
    - 1. Personnel
- VI. Citizens Concern
- VII. Adjournment

Official

NATURE OF BID: ice cream

DATE OF BID REQUEST: 6-17-16

METHOD OF REQUEST: hand deliver

BID REQUESTED FROM: 1. Blue Bell Creameries, L.P.  
 2. Turner  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_

Bidder	Date Bid Received	How Bid Was Received	Bid Price
1. Blue Bell	6-16-16	hand deliver	no bid
2. Turner	6-16-16	hand deliver	\$45,295.30
3.			
4.			
5.			

DATE & TIME OF BID OPENING: 6-17-16

OFFICIALS PRESENT DURING OPENING:

Minn Hatch - Humboldt  
Lynn Turner - Gibson Co.  
Jamie Oyer - Alamo

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### **1.407 School District Records**

This policy was updated to address the new changes to the Tennessee Public Records Act. The new law requires districts to incorporate additional information in their records policies and identify the individuals within each district that are responsible for handling open records requests.

### **3.202 Emergency Preparedness Plan**

This policy was updated to address the new requirement to conduct a CPR and AED drill in schools that have an AED. The new law requires schools to perform an annual drill for employees and students to ensure they are aware of the steps that will be taken in the event of an emergency.

### **3.219 Use of Unmanned Aircraft Systems (Drones)**

The new policy outlines basic operating requirements and emphasizes that the individual operator is ultimately responsible for ensuring safe and legal operations of all unmanned aircraft systems.

### **4.605 Graduation Requirements**

This policy was updated to reflect the changes to TCA 49-6-6001, which currently requires students to take the ACT Suite of assessments in grades 8, 10, and 11. Public Chapter 844 removed the testing requirements in grades 8 and 10, and allows students to retake the ACT if funds are available.

### **4.700 Testing Programs**

This policy was updated to reflect a change in the ability of parents to access questions and answers on their student's state-required tests. Public Chapter 844 requires districts to publicly disseminate how parents can access their student's questions and answers.

### **4.804 Religious Content of Courses**

This policy was updated to reflect the enactment of public Chapter 660, which requires districts to adopt a policy regarding the appropriate inclusion of religion in local curriculum and instructional materials. The changes indicate how religion should be addressed in the classroom. Public Chapter 660 also requires districts to allow public comment before adoption of the policy. Finally, a course syllabus must be made publicly available for all grade six (6) through twelve (12) social studies, science, math, and English language arts courses. It must include standards, objectives, topics covered, major assignments, and field trips.

### **6.204 Attendance of Non-Resident Students**

This policy was updated to reflect the changes made by Public Chapter 882, authorizing boards of education to admit students from outside their respective school system at any time without the approval of the sending LEA. Previously, students were required to receive permission from the sending LEA within two weeks from the start of school. Districts can still require non-resident students to apply by a specific date or establish agreements within other school districts.

### **6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation**

This policy update adds additional procedural requirements for bullying investigations. Once a bullying report is received, the district must initiate an investigation within 48 hours and complete the investigation within 20 calendar days unless appropriate documentation can be produced justifying a

longer investigation period. The law also requires districts to immediately notify the parents/legal guardians of a student involved in an act of harassment, intimidation, bullying, or cyber-bullying.

#### **6.4031 Pediculosis (Head Lice)**

We have recently received several requests for our model Pediculosis (Head Lice) policy. We have included it in this update to ensure all subscribers have a current policy in place.

#### **6.411 Student Wellness**

This policy was updated to reflect the new physical activity standards. Students in grades K-6 are required to receive certain periods of non-structured physical activity per day, while students in grades 7-12 are required ninety (90) minutes of physical activity per week. Also, physical activity does not include walking to and from class.

#### **6.415 Student Suicide Prevention**

This policy was created due to the enactment of Public Chapter 623. This new law requires all employees of the school district to attend the annual in-service training on suicide prevention. Additionally, each district must adopt a policy on suicide prevention that contains procedures relating to suicide prevention, intervention, and postvention.

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall maintain all school district records required by law, regulation and board  
2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records  
3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may  
4 request in writing and receive copies of open public records subject to the payment of reasonable  
5 cost.<sup>1,2,3,4</sup>

6 No records pertaining to individual students will be released for inspection by the public or any  
7 unauthorized persons. In addition, information, records, and plans related to security and safety will  
8 not be released for public inspection.<sup>11</sup>

9 All requests to inspect or receive copies of records shall be submitted to the Human Resource Director,  
10 the district's public records request coordinator and records custodian.<sup>12</sup>

11 Prior to producing any record, the records custodian shall ensure confidential information is redacted.  
12 Original documents remain intact and confidential information in copies produced for a requestor shall  
13 be redacted. The director of schools shall develop a procedure to redact confidential information.

## 14 REQUESTS FOR INSPECTION<sup>2</sup>

15 Citizens requesting to inspect public records shall submit their request and a government issued photo  
16 identification card with the citizen's address to the district's public records request coordinator during  
17 normal business hours. Requests may be made in person, in writing, or by electronic mail (email). The  
18 coordinator shall submit the information to the appropriate records custodian. The records custodian  
19 will contact the citizen and indicate when the records will be available to inspect.

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

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

## 24 REQUESTS FOR COPIES<sup>2</sup>

25 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
26 a government issued photo identification card with the citizen's address to the district's public records  
27 request coordinator during normal business hours. The coordinator shall submit the Records Request  
28 Form to the appropriate records custodian.

29 The records custodian shall provide an estimate of the reasonable costs to produce the requested  
30 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

1 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to  
2 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing  
3 the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district  
4 producing the copies.

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

7 If the request for copies is denied, the records custodian shall provide the citizen with a records request  
8 denial letter detailing the basis for the denial.

## 9 **FREQUENT AND MULTIPLE REQUESTS**

10 When the total number of requests for copies made by a requestor within a calendar month exceeds  
11 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to  
12 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be  
13 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The  
14 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable  
15 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the  
16 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be  
17 recorded.

## 18 **RECORDS RETENTION**

19 The director of schools and/or his designee(s) shall retain and dispose of school district records in  
20 accordance with the following guidelines:<sup>2,4</sup>

- 21 1. The director of schools and/or his/her designee(s) will determine if a particular record is of  
22 permanent or temporary value in accordance with regulations promulgated by County Public  
23 Records Commission and the Tennessee Institute for Public Services records manual;<sup>5,6</sup>
- 24 2. Temporary value records which have been kept beyond the required time may be recommended  
25 to the Public Records Commission for destruction;<sup>7,8</sup>
- 26 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
27 transferred to the State Library and Archives. The temporary value records rejected by the State  
28 Library and Archives may be transferred to another institution or destroyed;<sup>7,8,9</sup>
- 29 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the  
30 director of schools desires to destroy the original permanent record, these records must be  
31 reproduced by microfilming or some other permanent reproduction method. Permission to  
32 destroy any original permanent record after microfilming follows the same procedure noted  
33 above for temporary records;<sup>6,8</sup> and
- 34 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,  
35 removal or loss of records.<sup>10</sup>

## 36 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:**

- 1        *Name: Donna Whitehead*  
2        *Title: Human Resource Director*  
3        *Contact Information: Phone – 731-784-2652 / email – donna.whitehead@hcsvikings.org*

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Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. Public Acts of 2016, Chapter No. 722

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Cross References

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

Click here to choose a school board.

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval  
2 of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil  
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical  
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall  
6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,  
8 students and parents.

9 The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given  
10 every month during the school year with an additional fire drill to be conducted within the first fifteen  
11 (15) days of school.<sup>2</sup> He/she shall ensure that an intruder drill is conducted within the first thirty (30)  
12 days of school. He/she shall also ensure that three (3) additional safety drills are given during the  
13 school year.<sup>2</sup> These drills may cover inclement weather, earthquakes, armed intruders or other  
14 emergency drills that do not require full evacuation. A record of all fire or safety drills, including the  
15 time and date, shall be kept in each school's office.<sup>2</sup>

16 Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps  
17 that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring  
18 the drill occurs.<sup>3</sup>

19 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
20 shall give all school personnel instructions on how to properly use fire extinguishers.

## 21 **MEDICAL EMERGENCIES/PANDEMIC FLU**

22 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
23 and consult with the local and state health departments and other local emergency or healthcare  
24 providers in protecting students and the community from further infection. The director of schools  
25 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>4</sup>

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### Legal References

1. TRR/MS 0520-1-3-.03(18)
2. TCA 68-102-137(b), (f)
3. Public Acts of 2016, Chp. No. 677

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### Cross References

- Emergency Closings 1.8011  
Community Use of School Facilities 3.206

4. Tennessee Department of Health Pandemic Influenza Response Plan,  
[http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)

Click here to choose a school board.

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Use of Unmanned Aircraft Systems (Drones)</b>	Descriptor Code: <b>3.219</b>	Issued Date:
		Rescinds:	Issued:

- 1 An unmanned aircraft system (Drone) means a powered, aerial vehicle that:
- 2 1. Does not carry a human operator and is operated without the possibility of direct human
  - 3 intervention from within or on the aircraft;
  - 4
  - 5 2. Uses aerodynamic forces to provide vehicle lift;
  - 6
  - 7 3. Can fly autonomously or be piloted remotely; and
  - 8
  - 9 4. Can be expendable or recoverable.<sup>1</sup>

#### 10 **Appropriate Use**

11 Visitors and unsupervised students are prohibited from operating drones on district property. District  
12 personnel are authorized to use aerial drones.

13 Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated  
14 clubs shall operate any and all district drones in accordance with this policy and all applicable Federal  
15 Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.<sup>2</sup> This includes  
16 any additional certifications or authorizations that may be required from the Federal Aviation  
17 Administration based on the drone's intended use.<sup>3</sup>

18 The following guidelines must be adhered to by anyone flying a drone on district property:

- 19
- 20 1. All drones operating on district property must weigh no more than 55 lbs.
- 21
- 22 2. Operators must not operate a drone within five (5) miles of any airport without prior
- 23 notification and confirmation from airport authorities.
- 24
- 25 3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain
- 26 clear of surrounding obstacles.
- 27
- 28 4. Operators must maintain safe control and line of sight with the drone during all stages of
- 29 operation.
- 30

- 1 5. Operators must maintain a safe operating distance from crowds and ensure drone operations do  
2 not interfere with manned aircraft operations.  
3
- 4 6. Data collected by a drone can only be used for hobby (educational) purposes and may not be  
5 sold for profit.  
6
- 7 7. If there is a plan to fly drones over property that is not owned by the district, the director of  
8 schools shall first obtain written permission from the owner of the property at issue. District  
9 personnel operating drones on property not owned by the district must adhere to all  
10 requirements of this policy.<sup>3</sup>  
11
- 12 8. Operators assume all risk of damage to property and bodily injuries that may occur due to  
13 unsafe operation of district owned drones.

#### 14 *Inappropriate Use*

15 Inappropriate use of drones includes, but is not limited to, the following:

- 16 1. Violating any local, state, or federal statutes or regulations;  
17
- 18 2. Taking pictures of property or persons without consent;<sup>4</sup>  
19
- 20 3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;  
21
- 22 4. Failing to follow a district policy while using the district's drone technology or failing to follow  
23 any other policies or guidelines established by district administrators or their designees; and  
24
- 25 5. Harassing, defined as persistently annoying of another, interfering with another's work,  
26 insulting, or attacking others.

#### 27 *Violations*

28 District staff shall monitor for inappropriate use of district drone technology as defined by this policy.  
29 Violators may be subject to disciplinary action, up to an including suspension and/or expulsion for  
30 students or suspension and/or termination for employees.

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Legal References

1. TCA 39-13-609(b)
2. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 336 (112<sup>th</sup> Congress, 2d session).
3. FAA Modernization and Reform Act of 2012, Public Law 112-95 § 333 (112<sup>th</sup> Congress, 2d session); 14 CFR § 21
4. TCA 39-13-903(a)(3)

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Cross References

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date:
		Rescinds:	Issued:

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;

- 4 1. Achieve the specified 24 units of credit;
- 5 2. Take the required end of course exams;<sup>1</sup>
- 6 3. Have satisfactory records of attendance and conduct,
- 7 4. Take the ACT or SAT in the 11<sup>th</sup> grade;<sup>2</sup> and
- 8 5. Successfully complete a United States civics test.<sup>3</sup>

9 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

10 Special education students who successfully complete their Individualized Educational Program (IEP),  
 11 pass the required competency assessment and have satisfactory records of attendance and conduct shall  
 12 be awarded a regular diploma. A special education diploma shall be awarded to students who have  
 13 satisfactorily completed their IEP and who have satisfactory records of attendance and conduct, but who  
 14 have not met the proficiency testing requirements.<sup>5</sup>

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

- 17 1. satisfactorily completed their IEP;
- 18 2. maintained satisfactory records of attendance and conduct;
- 19 3. completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment  
 20 (SKEMA);
- 21 4. completed at least four (4) years of high school; and
- 22 5. has two (2) years of paid or non-paid work experience.

23 The decision to attain an occupational diploma shall be made at the conclusion of the student's tenth  
 24 (10<sup>th</sup>) grade year, or two (2) academic years prior to the expected graduation date. Students who have  
 25 received an occupational diploma shall continue to make progress towards a high school diploma until  
 26 the end of the school year in which they turn twenty-two (22) years old.

27 **STUDENT LOAD**

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

**1 EARLY GRADUATION<sup>7</sup>**

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

5 In order to graduate early, students must meet the following requirements:

- 6 1. Earn the required eighteen (18) credits;
- 7 2. Achieve a benchmark score for each required end-of-course exam;
- 8 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 9 4. Meet the minimum ACT or SAT benchmark score;
- 10 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 11 6. Complete at least two (2) types of the following courses
  - 12 a. AP;
  - 13 b. IB;
  - 14 c. Dual enrollment; or
  - 15 d. Dual credit.

16 The director of schools shall develop administrative procedures to ensure that the early graduation  
17 program is conducted in accordance with state law.

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**Legal References**

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. Public Acts of 2016, Chp. No. 844; State Board of Education Policy 2.103
3. Public Acts of 2016, Chapter No. 499; 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-.03(6)
7. TCA 49-6-8303; State Board of Education Policy 2.103

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**Cross References**

Basic Curriculum Program 4.201  
Class Ranking 4.602

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated.  
2 The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in a given instructional area;
- 8 6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
- 9 7. Assist in placing students in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.

12 The director of schools shall be responsible for planning and implementing the program, which includes:

- 13 1. Determining specific purposes for each test;
- 14 2. Selecting the appropriate test to be given;
- 15 3. Establishing procedures for administering the tests;
- 16 4. Making provision for interpreting and disseminating the results;
- 17 5. Maintaining testing information in a consistent and confidential manner; and
- 18 6. Ensuring that results are obtained as quickly as possible, especially when placement in a  
19 special learning program might be necessary.

20 State-mandated student testing programs shall be undertaken in accordance with procedures published by the State  
21 Department of Education.<sup>3</sup>

22 Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall  
23 comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of

- 1 mathematics, reading/language arts, science and social studies.<sup>4</sup> The director of schools may exclude Tennessee  
2 Comprehensive Assessment Program scores from students' final grades if scores are not received by the district  
3 at least five (5) instructional days before the end of the school year.<sup>4</sup>
- 4 The director of schools may exclude end-of-course (EOC) scores from students' final grades if scores are not  
5 received by the district at least five (5) instructional days before the end of the course.<sup>4</sup>
- 6 Any test directly concerned with measuring student ability or achievement through individual or group  
7 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the  
8 system without first obtaining written consent of the parents or guardians.<sup>2</sup>
- 9 Results of all group tests shall be recorded on the students' permanent records and shall be made available to  
10 appropriate personnel in accordance with established procedures.<sup>5</sup>
- 11 No later than July 31 of each year, the Board shall publish on its website information related to state and board  
12 mandated tests that will be administered during the school year. The information shall include: <sup>6</sup>
- 13 1. The name of the test;
  - 14 2. The purpose and use of the test;
  - 15 3. The grade or class in which the test will be administered;
  - 16 4. The tentative date or dates that the test will be administered;
  - 17 5. The time and manner in which parents and students will be notified of the results of the test; and
  - 18 6. How parents can access the questions and answers on their student's state-required tests.<sup>6</sup>
- 19 Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be  
20 placed in student handbooks or other school publications that are provided to parents on an annual basis.

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**Legal References**

1. TCA 49-10-108
2. 20 USCS 1232(g)
3. TRR/MS 0520-01-03-.03(9)
4. TCA 49-1-617  
Public Acts of 2015, Chapter No. 256  
SBOE Policy 3.400
5. TCA 10-7-504
6. TCA 49-6-6007; Public Acts of 2016, Chp. No. 844

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**Cross References**

- Student Psychological Services 6.406  
Student Records 6.600

Click here to choose a school board.

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Religious Content of Courses</b>	Descriptor Code: <b>4.804</b>	Issued Date:
		Rescinds:	Issued:

1 Educational content which consists of religious themes shall be presented in a factual, objective, and  
2 respectful manner in accordance with the following guidelines:

3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs  
4 provided it is essential to the learning experience in the various fields of study and is presented  
5 objectively;

6 2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>

7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and  
8 comprehensive study of the curriculum. Such studies shall never be used to proselytize,  
9 establish, foster, or demean any particular religion, religious tenets, or beliefs; and<sup>1</sup>

10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-  
11 beliefs about a religious theme shall be accommodated.

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Legal References

1. Public Acts of 2016, Chapter No. 660

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Cross References

Basic Curriculum Program 4.20  
Staff Rights & Responsibilities 5.600

[Click here to choose a school board.](#)

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Attendance of Non-Resident Students</b>	Descriptor Code: <b>6.204</b>	Issued Date: <a href="#">Click here to enter a date.</a>
		Rescinds:	Issued:

- 1 Students residing outside the boundaries of the school system may attend schools within the school system under
- 2 the following conditions:
- 3     1. They must be approved by the director of schools.<sup>1</sup>
- 4     2. Non-resident students must make application **at least two weeks** prior to the first day of school.

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Legal References

1. TCA 49-6-3104; TCA 49-6-3105;  
TRR/MS 0520-01-03-.03(11)(f)—(i)

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date:  
		Rescinds:	Issued:

1 The Humboldt City Board of Education has determined that a safe, civil, and supportive environment in school is  
 2 necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts  
 3 of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on  
 4 any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

5 This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover  
 6 employees, employees' behaviors, students and students' behaviors while on school property, at any school-  
 7 sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act  
 8 takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is  
 9 directed specifically at a student or students and has the effect of creating a hostile educational environment or  
 10 otherwise creating a substantial disruption to the education environment or learning process.

11 Building administrators are responsible for educating and training their respective staff and students as to the  
 12 definition and recognition of discrimination/harassment.

13 **DEFINITIONS**

14 Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits,  
 15 opportunities, or performance, and the act has the effect of:

- 16 • Physically harming a student or damaging a student's property;
- 17 • Knowingly placing a student or students in reasonable fear of physical harm to the student  
 18 or damage to the student's property;
- 19 • Causing emotional distress to a student or students; or
- 20 • Creating a hostile educational environment.

21 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race,  
 22 nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a  
 23 hostile environment.

24 Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include,  
 25 but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging,  
 26 emails, social networking sites, instant messaging, videos, web sites or fake profiles.

27 Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s)  
 28 that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to

1 endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not  
2 encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

3 “Hazing” does not include customary athletic events or similar contest or competitions and is limited to those  
4 actions taken and situations created in connection with initiation into or affiliation with any organization.

## 5 COMPLAINTS AND INVESTIGATIONS

6 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor  
7 or building administrator.<sup>2</sup> All school employees are required to report alleged violations of this policy to the  
8 principal/designee. All other members of the school community, including students, parents, volunteers, and  
9 visitors, are encouraged to report any act that may be a violation of this policy.

10 While reports may be made anonymously, an individual's need for confidentiality must be balanced with  
11 obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to  
12 conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties  
13 and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

14 The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a  
15 complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt  
16 of the report.<sup>4</sup> If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the  
17 director of schools with appropriate documentation detailing the reasons why the investigation was not initiated  
18 within the required timeframe.<sup>4</sup>

19 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination,  
20 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district  
21 counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying,  
22 or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed  
23 necessary.<sup>1, 4</sup>

24 The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy,  
25 and such act shall be held to violate this policy when it meets one of the following conditions:

- 26 • It places the student in reasonable fear or harm for the student’s person or property;
- 27
- 28 • It has a substantially detrimental effect on the student’s physical or mental health;
- 29
- 30 • It has the effect of substantially interfering with the student’s academic performance; or
- 31
- 32 • It has the effect of substantially interfering with the student’s ability to participate in or benefit from the  
33 services, activities, or privileges provided by a school.

34 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete  
35 investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken  
36 within twenty (20) calendar days from the receipt of the initial report.<sup>4</sup> If the investigation is not complete or  
37 intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director  
38 of schools with appropriate documentation detailing the reasons why the investigation has not been completed or  
39 the appropriate intervention has not taken place.<sup>4</sup> Within the parameters of the federal Family Educational Rights  
40 and Privacy Act (FERPA) at 20 U.S.C. § 1232g, a written report on the investigation will be delivered to the  
41 parents of the complainant, parents of the accused students and to the Director of Schools.

## 1    **RESPONSE AND PREVENTION**

2    School administrators shall consider the nature and circumstances of the incident, the age of the violator, the  
3    degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly  
4    respond to each situation.

5    A substantiated charge against an employee shall result in disciplinary action up to and including termination. A  
6    substantiated charge against a student may result in corrective or disciplinary action up to and including  
7    suspension.

8    An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights  
9    Coordinator or the Superintendent/Designee. Any student disciplined for violation of this policy may appeal the  
10   decision in accordance with disciplinary policies and procedures.

## 11   **REPORTS**

12   When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical  
13   harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high  
14   school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the  
15   board of education.

16   By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought  
17   to the attention of school officials during the prior academic year. The report shall also indicate how the cases  
18   were resolved and/or the reasons they are still pending. This report shall be presented to the board of education  
19   at its regular July meeting, and it shall be submitted to the state department of education by August 1.

20   The director of schools shall develop forms and procedures to ensure compliance with the requirements of this  
21   policy and TCA 49-6-4503.

## 22   **RETALIATION AND FALSE ACCUSATIONS**

23   Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is  
24   prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be  
25   determined by the administrator after consideration of the nature, severity, and circumstances of the act.

26   False accusations accusing another person of having committed an act prohibited under this policy are  
27   prohibited. The consequences and appropriate remedial action for a person found to have falsely accused  
28   another may range from positive behavioral interventions up to and including suspension and expulsion.  
29

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### Legal References

1. TCA 49-6-4503
2. 20 USCS §§ 1681 to 1686
3. TCA 49-2-120
4. Public Acts of 2016, Chp. No. 783

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### Cross References

- Appeals To and Appearances Before the Board 1.608  
Staff-Student Relations 5.610  
Student Complaints and Grievances 6.305  
Discipline Procedures 6.313

[Click here to choose a school board.](#)

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Pediculosis (Head Lice)</b>	Descriptor Code: <b>6.4031</b>	Issued Date:
		Rescinds:	Issued:

1 No student shall be denied an education solely by reason of head lice infestation and his/her  
2 educational program shall be restricted only to the extent necessary to minimize the risk of transmitting  
3 the infestation.

4 It shall be the responsibility of the principal or school nurse to notify the parents in the event a child  
5 has pediculosis (head lice). A letter shall be sent home by the child to explain the condition,  
6 requirements for readmission and deadlines for satisfactory completion of the treatment.

7 Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has  
8 been treated for pediculosis (head lice). This evidence may include but not be limited to:

- 9 (1) proof of treatment with a pediculicide product (head lice shampoo), or  
10 (2) satisfactory examination by a school health official.

11 Treatment and prevention procedures shall be developed by the director of schools in consultation with  
12 the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to  
13 the parent/guardian of any child that has pediculosis.

14 Any subsequent incidents of head lice for a student during the school year shall require submission of  
15 satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

16 A student shall be expected to have met all requirements for treatment and return to school no later  
17 than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be  
18 marked as unexcused absences and referred to the attendance supervisor at the proper time.

Click here to choose a school board.

Monitoring: <b>Review: Annually, in May</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 district school 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 2. Ensuring all schools within the district create and implement an action plan related to all  
21 School Health Index modules;
- 22 3. Ensuring that the results of the action plan are annually reported to the council; and
- 23 4. Ensuring that school level results include measures of progress on each indicator of the School  
24 Health Index.

25 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
26 as guidance by the Council to make recommendations. The Board will consider recommendations of  
27 the Council in making policy changes or revisions.

28 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents  
29 and administrators.<sup>2</sup> The Team shall hold Healthy School Team meetings during the school year to  
30 assess needs and oversee planning and implementation of school health efforts.

## 1 COMMITMENT TO NUTRITION

2 All schools within the District shall participate in the USDA child nutrition programs, including the  
3 National School Lunch Program, the School Breakfast Program, the Summer Food Service Program,  
4 and the After School Snack Program.<sup>4,5,6</sup> The school nutrition coordinator shall be responsible for  
5 overseeing the school district's compliance with the State Board of Education Rules and Regulations  
6 for sale of food items in the school district.<sup>5,6</sup>

7 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
8 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
9 encouraged. All food including vending machines, fundraising items, and concessions must meet  
10 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup>

11 The District will promote healthy nutrition through various activities, including nutrition related  
12 newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
13 dining areas, and informational booths at various community functions. Nutrition Education will be  
14 offered as part of a standards based program designed to provide students with the knowledge and  
15 skills needed to promote and protect their health. Nutrition Education will discourage teachers from  
16 using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a  
17 healthy breakfast.

## 18 COMMITMENT TO PHYSICAL ACTIVITY

19 The Board recognizes that physical activity is extremely important to the overall health of a child.  
20 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
21 of the school program. Physical Education classes shall be offered with moderate to vigorous physical  
22 activity being an integral part of the class. In addition to the district's physical education program, non-  
23 structured physical activity periods shall be offered in grades K-6. Non-structured physical activity will  
24 consist of a temporary withdrawal or cessation from usual school work or sedentary activities.<sup>7</sup>

25 The following opportunities for physical activity shall be provided:<sup>7</sup>

- 26 1. Grades K-1: a minimum of three (3) fifteen-minute periods of non-structured physical activity  
27 per day;
- 28 2. Grades 2-6: a minimum of two (2) twenty-minute periods of non-structured physical activity at  
29 least four (4) days per week; and
- 30 3. Grades 7-12: a minimum of ninety (90) minutes of physical activity per week.

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

## 33 COMMITMENT TO CURRICULUM<sup>3</sup>

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

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

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

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**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 U.S.C. 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-1-6, Child Nutrition Programs
6. 7 C.F.R. 210 and 220
7. Public Acts of 2016, Chapter No. 669

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**Cross References**

Click here to choose a school board.

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Student Suicide Prevention</b>	Descriptor Code: <b>6.415</b>	Issued Date:
		Rescinds:	Issued:

1 The Board is committed to protecting the health and well-being of all students and understands that  
2 physical, behavioral, and emotional health are integral components of student achievement. Students  
3 are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students  
4 will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255  
5 (TALK)

6 **PREVENTION<sup>1</sup>**

7 All district employees shall attend either the annual in-service training in suicide prevention or  
8 participate in other equivalent training approved by the director of schools. The training shall include,  
9 but not be limited to, identification of risk factors, warning signs, intervention and response  
10 procedures, referrals, and postvention.

11 The director of schools shall identify a district suicide prevention coordinator responsible for planning  
12 and coordinating the implementation of this policy. Each school principal shall designate a school  
13 suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide  
14 prevention and policy implementation.

15 **INTERVENTION<sup>1</sup>**

16 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such  
17 belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but  
18 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a  
19 student self-refers.

20 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.  
21 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The  
22 principal or designee shall contact the director of schools or designee as soon as practicable.

23 Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if  
24 there could be further risk of harm resulting from parent/guardian notification. If parent/guardian  
25 notification could result in further risk of harm or endanger the health or well-being of the student, then  
26 local law enforcement and the Department of Children's Services shall be contacted.<sup>2</sup>

1 If appropriate, the director of schools or designee shall contact the student's parent/guardian and  
2 provide the following information:

- 3 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of  
4 suicide;
- 5 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that  
6 emergency medical services were contacted;
- 7 3. Ask the parent/guardian whether he/she is aware of the student's mental state;
- 8 4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health  
9 counseling for the student;
- 10 5. Provide the names of community mental health counseling resources if appropriate.

11 The director of schools or designee will seek parental permission to communicate with outside mental  
12 health care providers regarding a student. If the student is under the age of 18 and the parent/guardian  
13 refuses to seek appropriate assistance, the director of schools or designee shall contact the Department  
14 of Children's Services.<sup>2</sup>

15 The director of schools or designee shall document the contact with the parent/guardian by recording:

- 16 1. The time and date of the contact;
- 17 2. The individual contacted;
- 18 3. The parent/guardian's response; and
- 19 4. Anticipated follow-up.

20 The director of schools or designee shall ensure the student is under adult supervision until a  
21 parent/guardian or other authorized individual accepts responsibility for the student's safety.

22 Prior to a student returning to school, the director of schools or designee and/or principal shall meet  
23 with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide  
24 documentation from a mental health care provider stating that the student has received care and is no  
25 longer a danger to themselves or others. The principal will identify an employee to periodically check  
26 in with the student to ensure the student's safety and address any problems with re-entry.

## 27 **POSTVENTION<sup>1</sup>**

28 Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis  
29 Management plan. At a minimum, the Crisis Management plan shall address the following:

- 30 1. Verification of death;
- 31 2. Preparation of postvention response to include support services;
- 32 3. Informing faculty and staff of a student death;
- 33 4. Informing students that a death has occurred;
- 34 5. Providing information on the resources available to students;

35 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the  
36 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty  
37 will immediately review suicide warning signs and reporting requirements. The director of schools or  
38 designee shall be responsible for all media inquiries.

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Legal References

1. Public Acts of 2016, Chapter No. 623
2. T.C.A. 37-1-403

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Cross References

News Releases, News Conferences and Interview 1.503  
Crisis Management 3.203  
Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation 6.304  
Promoting Student Welfare 6.400  
Student Wellness 6.411

### Resignations

Stephanie Russom – East 5<sup>th</sup> Grade

Jennifer Springer – East 4<sup>th</sup> Grade

Rachel Worley – East 4<sup>th</sup> Grade

Adam Ross – HJSHS English

### New Hires

Brandi Cooper – HJSHS CTE Fashion Design

Brittany Flowers – East 3<sup>rd</sup> Grade

Erica Moore – Stigall Pre-K Asst.

Mindy Roe – HJSHS Special Ed.

LaToya Tyus – Cheer Coach 9-12

Jasmine Pearman – Stigall Pre-K

Jonathan Rice – HJSHS 7<sup>th</sup> History, 7/8 Head Football

Kayla Badger – EL

Vanessa Stephenson – HJSHS Biology

Steve Shivers – East ISS Educational Asst.

Anthony Ballard – East 4<sup>th</sup> Grade

Brandy Thomas – HJSHS English

Kristen Allen – East 3<sup>rd</sup> Grade

Tommy Bland – HJSHS CTTE Machine Mftg.

Thomas Stolarick – HJSHS English 9-12

Danielle Hicks – East 3<sup>rd</sup> Grade

Delaney Naffziger – HJSHS 7/8 Band, Chorus

Jason Shockley – HJSHS Math