

School Board Meeting
September 8, 2016 6:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. August 2016 Bills
 - B. August 2016 Financial Report
 - C. August 11, 2016 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
 - A. Discussion of and Consideration for the extension of the contract of employment for the Director of Schools, Dr. Versie Hamlett
 - B. Board Policy Updates - 2nd Reading
 - 1. 1.407 School District Records
 - 2. 3.202 Emergency Preparedness Plan
 - 3. 3.219 Use of Unmanned Aircraft Systems (Drones)
 - 4. 4.605 Graduation Requirements
 - 5. 4.700 Testing Programs
 - 6. 4.804 Religious Content of Courses
 - 7. 6.204 Attendance of Non-Resident Students
 - 8. 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation
 - 9. 6.4031 Pediculosis (Head Lice)
 - 10. 6.411 Student Wellness
 - 11. 6.415 Student Suicide Prevention
 - C. Board Policy Updates - 1st Reading
 - 1. 1.404 Appeals to and Appearances Before the Board
 - 2. 2.200 Annual Operating Budget
 - 3. 4.210 Credit Recovery
 - 4. 4.211 Work Based Learning Program
 - 5. 4.606 Graduation Activities
 - 6. 5.301 Emergency and Legal Leave
 - 7. 6.3071 Student Alcohol and Drug Testing
 - 8. 6.313 Discipline Procedures
 - 9. 6.409 Child Abuse and Neglect
 - 10. 6.413 Prevention and Treatment of Sports Related Concussions
 - 11. 6.503 Homeless Students
 - D. Superintendent's Report
 - 1. Personnel
- VI. Citizens Concern
- VII. Adjournment

School Board Meeting

August 11, 2016 6:30 PM
HJSHS Library

Attendance Taken at 6:29 PM:

Present Board Members:

Mr. Phillip Hardee
Mr. Terry Johnson
Mr. Leon McNeal
Mr. Chuck Samples
Mr. Lee Williams

Also present: Dr. Versie Hamlett, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda as presented passed with a motion by Mr. Chuck Samples and a second by Mr. Lee Williams.

5 Yeas - 0 Nays.

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

III.A. July 2016 Bills

III.B. July 2016 Financial Report

III.C. July 7, 2016 Regular Board Meeting

IV. Agenda Approval

Motion Passed: Motion to approve the agenda passed with a motion by Mr. Chuck Samples and a second by Mr. Phillip Hardee.

5 Yeas - 0 Nays.

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

V. Regular Agenda

V.A. Discussion of Public Comments

Mr. McNeal discussed Board Policy 1.403 Agendas and citizens appearing before the Board.

V.B. Ice Cream Bid

Motion Passed: Motion to approve Turner Dairy for the ice cream bid passed with a motion by Mr. Phillip Hardee and a second by Mr. Leon McNeal.

5 Yeas - 0 Nays.

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

V.C. Board Policy Updates

The following board policies were presented for the first reading:

- 1.407 School District Records
- 3.202 Emergency Preparedness Plan
- 3.219 Use of Unmanned Aircraft Systems (Drones)
- 4.605 Graduation Requirements
- 4.700 Testing Programs
- 4.804 Religious Content of Courses
- 6.204 Attendance of Non-Resident Students
- 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation
- 6.4031 Pediculosis (Head Lice)
- 6.411 Student Wellness
- 6.415 Student Suicide Prevention

Mr. Williams would like some clarification on 3.219, Use of Unmanned Aircraft Systems (Drones) regarding the West Tennessee Strawberry Festival's usage of drones for coverage during the event and a timeframe involved.

V.D. Contract Extension Update

There was no update regarding the Superintendent's Contract Extension. Mr. Williams asked for some movement on the Superintendent's contract extension by the September Board Meeting.

V.E. Superintendent's Report

The Superintendent's Report consisted of:

- (A) TLM and Lashlee-Rich gave a renovation update.
- (B) Dr. Hamlett presented a draft of the Strategic Plan and asked the Board for any ideas/suggestions by August 25th.
- (C) Ginny Hatch, Food Service Director, reported that 22,700 meals were served during Summer Feed. She thanked everyone for participating and their support.
- (D) Kristin Hardin from East Elementary gave a presentation on a \$20,803 grant HCS was awarded for a summer reading program.
- (E) Mr. Walker, HJSHS, invited everyone to their Community Open House on Aug. 18th from 5:30-7:30 p.m.
- (F) Gil Fletcher, Boys/Girls Club, reported on and invited everyone to the College & Career Day at the Boys/Girls Club on Sept. 12th.
- (G) Emily Burleson, 21st Century Grant Coordinator, reported that the after-school program increased their funding for the year by \$10,000.
- (H) Dr. Hamlett informed the Board that HCS enrollment was 1,228 and was proud of the accomplishments to increase our numbers.

(I) Ashley Hook, CSH, gave a presentation on the LeBonheur on the Move that will provide pediatric service to our system.

V.E.1. Personnel

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

VI. Citizens Concern

Lori Coleman addressed the Board supporting Dr. Hamlett's contract extension and also discussed Board Policy 1.404, Appeals To and Appearances Before the Board and Board Policy 1.403 Agendas.

Tommy Goodrum addressed the Board supporting Dr. Hamlett's contract extension and also discussed Board Policies 1.403 and 1.404.

Crystal Pankey read a letter to the Board stating the Board's constituents were in favor of Dr. Hamlett's contract extension and urged the Board to extend her contract.

Pastor Joseph Montgomery addressed the Board with what an excellent job the previous citizens had voiced in support of Dr. Hamlett's contract extension and he expressed his support for a contract extension also.

Debbie Coleman addressed the Board echoing the previous citizen's support of a contract extension for Dr. Hamlett and her support of a contract extension as well.

VII. Adjournment

Motion Passed: Motion to adjourn passed with a motion by Mr. Phillip Hardee and a second by Mr. Leon McNeal.

5 Yeas - 0 Nays.

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

Terry Johnson, Chairman Date

Dr. Versie Hamlett, Superintendent Date

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	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.^{1,2,3,4}

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.¹¹

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.¹²

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 INSPECTION²

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 COPIES²

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:^{2,4}

- 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;^{5,6}
- 24 2. Temporary value records which have been kept beyond the required time may be recommended
25 to the Public Records Commission for destruction;^{7,8}
- 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;^{7,8,9}
- 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;^{6,8} and
- 34 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,
35 removal or loss of records.¹⁰

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**

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

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Click here to choose a school board.

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	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,¹ 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.² 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.² 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.²

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.³

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.⁴

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

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

Humboldt City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Use of Unmanned Aircraft Systems (Drones)	Descriptor Code: 3.219	Issued Date: Click here to enter a 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.¹

10 **Appropriate Use**

11 Unsupervised students are prohibited from operating drones on district property. Visitors will only
12 operate drones with prior written authorization from the director of schools. Authorization may only be
13 granted if the drone will be used for a community-wide function or event. Visitors shall comply with
14 district policies and all Federal Aviation laws and regulations. District personnel are authorized to use
15 aerial drones.

16 Staff members, students, coaches, sponsors, or parents representing the district or any of its affiliated
17 clubs shall operate any and all district drones in accordance with this policy and all applicable Federal
18 Aviation laws and regulations such as the FAA Modernization and Reform Act of 2012.² This includes
19 any additional certifications or authorizations that may be required from the Federal Aviation
20 Administration based on the drone's intended use.³

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

- 22
- 23 1. All drones operating on district property must weigh no more than 55 lbs.
- 24
- 25 2. Operators must not operate a drone within five (5) miles of any airport without prior
26 notification and confirmation from airport authorities.
- 27
- 28 3. Operators must not operate a drone above an altitude of 400 feet above ground level and remain
29 clear of surrounding obstacles.
- 30

- 1 4. Operators must maintain safe control and line of sight with the drone during all stages of
2 operation.
- 3
- 4 5. Operators must maintain a safe operating distance from crowds and ensure drone operations do
5 not interfere with manned aircraft operations.
- 6
- 7 6. Data collected by a drone can only be used for hobby (educational) purposes and may not be
8 sold for profit.
- 9
- 10 7. If there is a plan to fly drones over property that is not owned by the district, the director of
11 schools shall first obtain written permission from the owner of the property at issue. District
12 personnel operating drones on property not owned by the district must adhere to all
13 requirements of this policy.³
- 14
- 15 8. Operators assume all risk of damage to property and bodily injuries that may occur due to
16 unsafe operation of district owned drones.

17 *Inappropriate Use*

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

- 19 1. Violating any local, state, or federal statutes or regulations;
- 20
- 21 2. Taking pictures of property or persons without consent;⁴
- 22
- 23 3. Violating safe operating protocols as defined in drone user manual and classroom guidelines;
- 24
- 25 4. Failing to follow a district policy while using the district's drone technology or failing to follow
26 any other policies or guidelines established by district administrators or their designees; and
- 27
- 28 5. Harassing, defined as persistently annoying of another, interfering with another's work,
29 insulting, or attacking others.

30 *Violations*

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

Legal References

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

Cross References

Click here to choose a school board.

Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	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;¹
- 6 3. Have satisfactory records of attendance and conduct,
- 7 4. **Take the ACT or SAT in the 11th grade;² and**
- 8 5. **Successfully complete a United States civics test.³**

9 SPECIAL EDUCATION STUDENTS⁴

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.⁵

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:^{1,4}

- 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 (10th) 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.⁶

1 EARLY GRADUATION⁷

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 9th 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.

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

Cross References

Basic Curriculum Program 4.201
Class Ranking 4.602

Click here to choose a school board.			
Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	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;^{1,2}
- 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.³

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.⁴ 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.⁴
- 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.⁴
- 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.²
- 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.⁵
- 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: ⁶
- 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.⁶**
- 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.

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

Cross References

- Student Psychological Services 6.406
Student Records 6.600

Click here to choose a school board.

Monitoring: Review: Annually, in December	Descriptor Term: Religious Content of Courses	Descriptor Code: 4.804	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;¹

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; and¹

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

Legal References

1. Public Acts of 2016, Chapter No. 660

Cross References

Basic Curriculum Program 4.20
Staff Rights & Responsibilities 5.600

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

Monitoring: Review: Annually, in March	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: Click here to enter a date.
		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.¹
 - 4 2. Non-resident students must make application **at least two weeks** prior to the first day of school.

Legal References

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

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation	Descriptor Code: 6.304	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.¹

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.³

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.² 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.⁴ 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.⁴

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.^{1,4}

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.⁴ 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.⁴ 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

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

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: Review: Annually, in May	Descriptor Term: Pediculosis (Head Lice)	Descriptor Code: 6.4031	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: Review: Annually, in May	Descriptor Term: Student Wellness	Descriptor Code: 6.411	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.¹

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^{2,3}**

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.² The Team is 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.^{4,5,6} 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.^{5,6}

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.^{4,5,6}

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.⁷

25 The following opportunities for physical activity shall be provided:⁷

- 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 CURRICULUM³**

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

1 SCHOOL HEALTH INDEX³

- 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.

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

Cross References

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	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 **PREVENTION¹**

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 **INTERVENTION¹**

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.²

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.²

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 **POSTVENTION¹**

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.

Legal References

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

Cross References

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

1.404 Appeals to and Appearances Before the Board

Leon has spoken with TSBA about changing this policy, removing some language. This is what he is presenting.

2.200 Annual Operating Budget

TSBA now has three versions of model policy 2.200. These versions are customized for county, city, and special school districts. This change is due in part to Public Chapter 1080, which effects county districts. Under this new law, as of May 2017 a new budgetary timeline will be imposed on county LEAs. This is the version for city school districts.

4.210 Credit Recovery

This is a new model policy that complies with the changes to State Board Policy 2.103. The State Board of Education now requires boards to have a policy on credit recovery that addresses admission and removal, instruction, content and curriculum, and grades.

4.211 Work Based Learning Program

This policy was created in response to the changes in State Board Policy 2.103. The State Board of Education now requires boards to ensure that there is a process in place to evaluate work based learning programs.

4.606 Graduation Activities

State Board Policy 2.103 requires boards to develop a policy to ensure that students who voluntarily complete 10 hours of community service each semester will be recognized at their graduation ceremony. This policy was updated to comply with that requirement.

5.301 Emergency and Legal Leave

The language regarding jury duty has been modified for clarity. This new language clarifies the responsibilities of the district and the teacher. Additionally, the provision regarding court appearances was updated to apply to all employees, not solely teachers.

6.3071 Student Alcohol and Drug Testing

This policy was rewritten to emphasize the differences between suspicion based drug testing and random drug testing of students. The section regarding randomly testing student athletes has been expanded to make the policy clearer and more comprehensive.

6.313 Discipline Procedures

Page 3, line 8 of this policy was modified to more closely align with the language required by federal law. This policy now lists "Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol" as an offense. Some systems have policies that deal with tobacco separately. However, including all of these offenses in one policy makes it clear that the district is in compliance with the Safe and Drug Free Schools and Communities Act, 20 USC § 7114.

6.409 Child Abuse and Neglect

This policy has been rewritten to be more comprehensive. The model policy now contains specifics about reporting child abuse, rather than relying on the director of schools to add all of the specifics in a procedure. An administrative procedure with more detail will be necessary, however, the modified policy provides clearer direction for employees dealing with this issue.

6.413 Prevention and Treatment of Sports Related Concussions

Public Chapter No. 948 lists physician's assistants as health care providers that may evaluate and provide clearance for return to athletics. This policy was updated to reflect that change.

6.503 Homeless Students

This policy was rewritten to be more comprehensive and comply with the Every Child Succeeds Act and new information from the U.S. Department of Education. The guidance provides more specific information about how the Every Child Succeeds Act will be enforced in regards to homeless students. One important aspect to note, is the presumption that keeping a child in his/her school of origin is in the child's best interest.

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
		Rescinds:	Issued:

1.404

APPEALS TO THE BOARD

Any matter relating to the operation of the school system may be appealed to the Board. However, the Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns which have not advanced through the proper administrative procedure from the point of origin.

If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the director of schools and the Board shall determine whether to hear the appeal.

APPEARING BEFORE THE BOARD

Individuals desiring to appear before the Board must submit a written request with descriptive materials to the office of the director of schools ten (10) days before the meeting. If the request is approved by the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All requests submitted will be included in the board packet.

Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman. Each person speaking shall state his name, address, and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board. The chairman shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to Board rules.¹ Members of the Board and the director of schools may have the privilege of asking questions of any person who addresses the Board.

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

Legal References

- TCA 39-17-306

Cross References

- School Board Meetings 1.400
- Agendas 1.403
- Complaints About School Personnel 5.502

Click here to choose a school board.

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the programs
3 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body;
11 • Staffing arrangements adequate for proposed programs;
12 • Maintenance of the district's equipment and facilities; and
13 • Efficiency and economy.¹

14 Budget preparation shall be the responsibility of the director of schools. The director of schools will
15 establish procedures for the involvement of staff, including requests from department heads and
16 principals, all of whom shall seek advice and suggestions from other staff and faculty members.

17 The director of schools and the chairman of the board shall develop a budget preparation calendar no
18 later than January 1 of the current school year.² The calendar shall be used as a guide for coordinating
19 the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems,
20 and making budget decisions.

21 **HEARING AND REVIEWS**

22 The proposed budget will be available for inspection by various interested citizens or groups in the office
23 of the director of schools.

24 **ADOPTION PROCEDURE**

25 The board shall adopt a budget and submit it to the **City Council**. The director of schools shall file with
26 the Commissioner of Education a copy of the budget within ten (10) days after its adoption.³
27

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. See TCA 49-2-203(a)(10)
3. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-1-2-.13(2)(a)

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

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date:
		Rescinds:	Issued:

1 **GENERAL**

2 The director of schools shall ensure that credit recovery facilitators receive training regarding course
3 organization, online instruction management and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

5 **ADMISSION AND REMOVAL¹**

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
8 credit recovery course. Parents/guardians should be informed that not all postsecondary
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
10 not accept credit recovery courses for credit; and
11
- 12 2. The student has previously taken an initial, non-credit recovery section of the proposed course
13 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty
14 percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
17 the course and taken any applicable End of Course examinations.

18 The board shall track students enrolled in credit recovery courses as directed by the Tennessee
19 Department of Education.

20 **INSTRUCTION AND CONTENT**

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
22 and instruction.

23 The director of schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as
25 approved by the State Board of Education; and
26
- 27 2. Differentiate instruction to address individual student growth needs based on diagnostic
28 assessment or End of Course data.

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 5 need; and
- 6
- 7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 8 earn credit.

9 **GRADES**

10 The director of schools shall establish a grading formula for credit recovery courses that includes the
11 original failing grade in the calculation of the final credit recovery grade and denotes that the credit
12 was attained through credit recovery.

13 Grades awarded in credit recovery courses shall adhere to the State Board of Education's Uniform
14 Grading Policy.

Legal References

1. SBOE Policy 2.103

Cross References

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Work Based Learning Program	Descriptor Code: 4.211	Issued Date:
		Rescinds:	Issued:

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.
- 3 The director of schools shall develop administrative procedures to govern the efficient administration
- 4 of the WLB program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students.

Legal References

1. State Board of Education Policy 2.103

Click here to choose a school board.

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

1 Students who have met all graduation requirements on the day of graduation and students who are
2 within two (2) or fewer credits of meeting all requirements¹ and can complete the requirements during
3 the summer may participate in graduation activities. If extenuating circumstances exist at any school,
4 the matter shall be presented to the Board prior to graduation activities.

5 Students are expected to participate in all graduation activities, and graduation apparel shall be
6 determined by the administration of each school and shall be the personal expense of each student.
7 Any fees required for graduation ceremonies shall be waived for students who are eligible to receive
8 free or reduced price lunches, and in such cases, the school shall assume responsibility for payment of
9 fees.²

10 Graduation ceremonies shall be physically accessible to all students, their parents and/or guardians,
11 and other interested citizens.³

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

15 The ceremony and all activities included shall not be religious in nature.⁴ The content of any students'
16 speeches shall not reflect the endorsement, sponsorship, position, or expression of the school,
17 employees, or Board.

18 Principals shall ensure that students graduating with distinction and state honors are recognized at
19 graduation.⁵ Additionally, principals shall ensure that high school students who voluntarily complete at
20 least ten (10) hours of community service each semester are recognized during the graduation
21 ceremony.⁶

Legal References

1. TCA 49-6-405
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. TRR/MS 0520-01-03-.06(1)(c); State Board of Education Policy 2.103
6. State Board of Education Policy 2.103

Cross References

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

Click here to choose a school board.

Monitoring: Review: Annually, in January	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date:
		Rescinds:	Issued:

1 **EMERGENCY LEAVE**

2 An immediate supervisor may grant a certificated employee emergency leave during the workday for a
3 sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,¹
4 sick leave, or leave without pay. The employee who uses emergency leave shall confirm said leave on
5 appropriate forms the day after returning to work.

6 Principals or administrative supervisors shall keep a tally of the amount of time individual employees
7 are released under this policy and when the total time reaches one (1) day, the employee shall be charged
8 with one (1) day of applicable leave.

9 **JURY DUTY**

10 If a teacher summoned for jury duty, he/she shall present written evidence that he/she has been
11 summoned to serve on a jury. The teacher shall be entitled to the usual compensation, less the amount
12 paid by the court.²

13 **COURT APPEARANCES**

14 If an employee appears in court as a plaintiff, defendant, witness,³ or voluntarily appears on behalf of
15 family or friends personal leave or leave without pay shall be granted.

Legal References

1. TCA 49-5-711(c)
2. TCA 22-4-106(b)
3. **TCA 16-15-708**

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Student Alcohol and Drug Testing	Descriptor Code: 6.3071	Issued Date:
		Rescinds:	Issued:

1 The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The
2 distribution, abuse, or misuse of over the counter medications or other chemicals or substances is
3 likewise prohibited. Students will be notified in writing at the beginning of each school year or at the
4 time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.¹
5 The board will pay costs of any testing required pursuant to this policy.²

6 **Reasonable Suspicion Drug Testing**

7 Principals are authorized to order drug tests for individual students when there is a reasonable cause to
8 believe that:³

- 9 1. A school board policy on alcohol and drug use has been violated;
- 10 2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;
- 11 12 3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
- 13 14 4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
- 15 16 5. Through observation or other reasonable information reported by a teacher, staff member or
- 17 18 other student that a student is using and/or under the influence of drugs and/or alcohol on
- 19 school property.

20 Prior to performing a drug test on a student based on reasonable suspicion, the following conditions
21 must be met:

- 22 1. A particular student has violated school policy;
- 23 24 2. The test will yield evidence of the violation of school policy or will establish that a student
- 25 26 either was impaired due to drug use or did not use drugs;
- 27 28 3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline,
- 29 safety, supervision and education of students;
- 30 31 4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal
- prosecution; and

1 5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall
2 be George Yarbrow, Athletic Director/Designee

3 Upon receiving reasonable information, the principal shall take the following steps:

4 1. Call the student into the principal's office or another private place;

5
6 2. Summon an appropriate qualified witness;

7
8 3. Discuss with the student the basis for the determination that a test is necessary;

9
10 4. Inform the student of the procedures which shall be followed in administering the test;

11
12 5. Notify the parent or guardian of the student of the impending test; and

13
14 6. Give the student an opportunity to decline the test and inform the student that if the test is not
15 taken the penalty shall be suspension from school and a hearing before the disciplinary hearing
16 authority.

17 **Random Drug Testing of Students Participating in Extracurricular Activities⁴**

18 Students involved in any voluntary extracurricular activities shall be subject to random drug tests.
19 Parents and students will be informed of this policy prior to participation and shall sign a consent to the
20 drug testing and a release of information as a condition of participation.

21 Extracurricular activity is defined as voluntary participation in activities not falling within the scope of
22 regular curriculum and carrying no academic credit. This includes participating in athletic programs,
23 cheerleading, band, clubs, student leadership positions, etc.

24 Prior to performing a random drug test on a student participating in extracurricular activities, the
25 following conditions must be met:

26 1. The test will yield evidence of the violation of school policy or will establish that a student
27 either was impaired due to drug use or did not use drugs;

28
29 2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline,
30 safety, supervision and education of students;

31
32 3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal
33 prosecution; and

34
35 4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall
36 be George Yarbrow, Athletic Director.

37 No student who tests positive under a random drug testing program shall be suspended or expelled
38 from school solely as the result of the positive test.⁵ The director of schools shall develop procedures
39 establishing a random process for the selection of students to be tested.

1 **Drug Testing Process**

2 The appropriately qualified and trained witness shall take the student to a designated place in the
3 school and collect a specimen from the student. The specimen shall be taken in a manner which will
4 ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide
5 maximum privacy to the tested student.

6 The type of specimen taken shall depend on the substance in question and the test performed on the
7 specimen shall be appropriate for accurate detection of the substance in question. Once taken, the
8 principal shall give the specimen an identifying number which in no way will reveal the identity of the
9 student.

10 The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee
11 Department of Health and Environment and designated by the Board. Specimens shall be retained for
12 ten (10) days.⁶

13 Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one
14 of the following:⁷

- 15 1. If the results of the analysis are negative, they shall be reported as negative and all evidence of
16 the individual test, including all records in the school that the test was ordered and the reasons
17 therefore, shall be destroyed and expunged.
18
- 19 2. If the results of the analysis are positive, the student and parents or guardian shall be given the
20 written notice of the result. All records of the test, request for a test or indication a student has
21 been tested shall be confidential student records in accordance with state law.

22 The board will provide students testing positive an assessment to determine the severity of the
23 student's alcohol and drug problem and a recommendation for referral to intervention or treatment
24 resources as appropriate.⁸

25 **Penalties**

26 Each confirmed incident will result in a referral to the Youth Services Officer (YSO).

27 First offense students will be suspended from all extra-curricular activities for one calendar year.

28 Second offense students will be suspended from all extra-curricular activities for duration of time
29 enrolled or reenrolled in Humboldt City School system.

30 Malicious use of authority granted by this policy by any school personnel may be grounds for
31 dismissal.⁹

Legal References

1. T.C.A. 49-6-4213(a)(1)
2. T.C.A. 49-6-4213(a)(2)(G)
3. T.C.A. 49-6-4213(a)(1)
4. T.C.A. 49-6-4213(a)(2)
5. T.C.A. 49-6-4213(k)(2)
6. T.C.A. 49-6-4213(d)
7. T.C.A. 49-6-4213(j)-(k)
8. T.C.A. 49-6-4213(l)
9. T.C.A. 49-6-4213(m)

Click here to choose a school board.

Monitoring: Review: Annually, in March	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date:
		Rescinds:	Issued:

1 The following levels of misbehavior and disciplinary procedures and options are designed to protect all
2 members of the educational community in the exercise of their rights and duties.¹

3 **MISBEHAVIORS: Level I**

4 Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes
5 with the orderly operation of the school, but which can usually be handled by an individual staff
6 member.

7 *Examples (not an exclusive listing):*

- 8 • Classroom disturbances
- 9 • Classroom tardiness
- 10 • Cheating and lying
- 11 • Abusive language
- 12 • Non-defiant failure to do assignments or carry out directions
- 13 • Wearing while on the grounds of a public school during the regular school day, clothing
14 that exposes underwear or body parts in an indecent manner that disrupts the learning
15 environment²
- 16 • Harassment (Sexual, Racial, Ethnic, Religious)

17 *Disciplinary Procedures:*

- 18 • Immediate intervention by the staff member.
- 19 • Determine what offense was committed and its severity.
- 20 • Determine offender and that he/she understands the nature of the offense.
- 21 • Employ appropriate disciplinary options.
- 22 • Record of the offense and disciplinary action maintained by staff member.

23 *Disciplinary Options:*

- 24 • Verbal reprimand
- 25 • Special Assignment
- 26 • Restricting activities
- 27 • Assigning work details
- 28 • Counseling
- 29 • Withdrawal of privileges
- 30 • Issuance of demerits which might affect citizenship or department grades

- 1 • Strict supervised study
- 2 • Detention
- 3 • Corporal punishment
- 4 • In-school suspension

5 **MISBEHAVIORS: Level II**

6 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.
7 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of
8 others but whose educational consequences are serious enough to require corrective action on the part
9 of administrative personnel.

10 *Examples* (not an exclusive listing):

- 11 • Continuation of unmodified Level I behaviors
- 12 • School or class tardiness
- 13 • School or class truancy
- 14 • Using forged notes or excuses
- 15 • Disruptive classroom behavior

16 *Disciplinary Procedures:*

- 17 • Student is referred to principal for appropriate disciplinary action.
- 18 • Principal meets with student and teacher.
- 19 • Principal hears accusation made by teacher, permits student the opportunity of
20 explaining his/her conduct, denying it or explaining any mitigating circumstances.
- 21 • Principal takes appropriate disciplinary action and notifies teacher of action.
- 22 • Record of offense and disciplinary action maintained by principal.

23 *Disciplinary Options:*

- 24 • Teacher/schedule change
- 25 • Modified probation
- 26 • Behavior modification
- 27 • Social probation
- 28 • Peer counseling
- 29 • Referral to outside agency
- 30 • In-school suspension
- 31 • Transfer
- 32 • Detention
- 33 • Suspension from school-sponsored activities or from riding school bus
- 34 • Corporal punishment
- 35 • Restricting school related honors student is otherwise due
- 36 • Out-of-school suspension (not to exceed ten (10) days).

1 MISBEHAVIORS: Level III

2 Acts directly against persons or property but whose consequences do not seriously endanger the health
3 or safety of others in the school.

4 *Examples (not an exclusive listing):*

- 5 • Continuation of unmodified Level I and II behaviors
- 6 • Fighting (simple)
- 7 • Vandalism (minor)
- 8 • Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol
- 9 • Stealing
- 10 • Threats to others
- 11 • Harassment (Sexual, Racial, Ethnic, Religious)

12 *Disciplinary Procedures:*

- 13 • Student is referred to principal for appropriate disciplinary action.
- 14 • Principal meets with student and teacher.
- 15 • Principal hears accusation by accusing party and permits offender the opportunity of
16 explaining conduct.
- 17 • Principal takes appropriate disciplinary action.
- 18 • Principal may refer incident to director of schools and make recommendations for
19 consequences.
- 20 • If student's program is to be changed, adequate notice shall be given to the student and
21 his/her parents of the charges against him, his/her right to appear at a hearing and to be
22 represented by a person of his/her choosing.
- 23 • Any change in school assignment is appealable to the Board.
- 24 • Record of offense and disciplinary action maintained by principal or director of schools.

25 *Disciplinary Options:*

- 26 • In-school suspension
- 27 • Detention
- 28 • Corporal punishment
- 29 • Restitution from loss, damage or stolen property
- 30 • Out-of-school suspension not to exceed ten (10) days
- 31 • Social adjustment classes
- 32 • Transfer
- 33 • Expulsion

34 MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which

result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

1 *Examples* (not an exclusive listing):

- 2 • Unmodified Level I, II and III behaviors
- 3 • Death threat (hit list)
- 4 • Extortion
- 5 • Bomb threat
- 6 • Possession/use/transfer of dangerous weapons *
- 7 • Assault/Battery *
- 8 • Vandalism
- 9 • Theft/possession/sale of stolen property
- 10 • Arson/Possession of unauthorized substances *
- 11 • Use/transfer of unauthorized substances
- 12 • Harassment (Sexual, Racial, Ethnic, Religious)

13 *Disciplinary Procedures:*

- 14 • Principal confers with appropriate staff members and with the student.
- 15 • Principal hears accusations and permits offender opportunity to explain conduct.
- 16 • Parents are notified.
- 17 • Law enforcement officials are contacted.
- 18 • Incident is reported and recommendations made to the director of schools.
- 19 • Complete and accurate reports are submitted to the director of schools.
- 20 • Student is given hearing before disciplinary hearing authority.

21 *Disciplinary Options*

- 22 • Expulsion
- 23 • Alternative schools
- 24 • Other hearing authority or Board action which results in appropriate placement

25 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
26 by the director of schools on a case-by-case basis.

27 **ADDITIONAL GUIDELINES:**

- 28 • A student shall not be suspended solely because charges are pending against him/her in
29 juvenile or other court.
- 30 • A principal shall not impose successive short term suspensions that cumulatively
31 exceed ten (10) days for the same offense.³
- 32 • A teacher or other school official shall not reduce or authorize the reduction of a
33 student's grade because of discipline problems except in department or citizenship.
- 34 • A student shall not be denied the passing of a course or grade promotion solely on the
35 basis of absences except as provided by board policy.

- 1 • A student shall not be denied the passing of a course or grade promotion solely on the
2 basis of failure to:
3 ○ pay any activity fee;
4 ○ pay a library or other school fine; or
5 ○ make restitution for lost or damaged school property.

Legal References

1. TCA 49-6-4002 to 4005
2. TCA 49-6-4009
3. TCA 49-6-3007(h)(3)

Monitoring: Review: Annually, in April	Descriptor Term: Child Abuse and Neglect	Descriptor Code: 6.409	Issued Date:
		Rescinds:	Issued:

1 **REPORTING**

2 All personnel shall be alert for any evidence of child abuse or neglect.¹

3 Child abuse is defined as any wound, injury, disability, or physical or mental condition which
4 reasonably indicates that it has been caused by brutality, abuse, or neglect. Staff members having
5 knowledge or suspicion of any child who is suffering from abuse or neglect shall report such harm
6 immediately.^{1,2} The report shall be made to the judge having juvenile jurisdiction or to the county
7 office of the Department of Children's Services or to the office of the chief law-enforcement official
8 where the child resides.³

9 The report shall include:⁴

- 10 1. The name, address and age of the child;
- 11 2. The name and address of the parents or persons having custody of the child;
- 12 3. The nature and extent of the abuse or neglect; and
- 13 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
14 abuse or neglect.

15 The identity of the person reporting shall remain confidential except when the juvenile court
16 determines otherwise.⁵

17 The director of schools/designee shall develop reporting procedures, including sample indicators of
18 abuse and neglect, and shall disseminate the procedures to all school personnel.⁶

19 **INVESTIGATIONS**

20 School administrators and employees have a duty to cooperate, provide assistance and information in
21 child abuse investigations⁵ including permitting child abuse review teams to conduct interviews while
22 the child is at school; the principal may control the time, place and circumstances of the interview, but
23 may not insist that a school employee be present even if the suspected abuser is a school employee or
24 another student. The principal is not in violation of any laws by failing to inform parents that the child
25 is to be interviewed even if the suspected abuser is not a member of the child's household.⁷

Legal References

1. TCA 37-1-412
2. TCA 37-1-403(a)(1)
3. TCA 37-1-403(a)(2)
4. TCA 37-1-403(b)
5. TCA 37-1-409(a)(1)
6. TRR/MS 0520-1-3-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987).

Cross References

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Prevention and Treatment of Sports Related Concussions	Descriptor Code: 6.413	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In
2 order to ensure the safety of students that participate in interscholastic athletics, it is imperative that
3 student athletes, coaches, and parents are educated about the nature and treatment of sports related
4 concussions. The board recognizes that concussions can be a serious health issue and should be treated
5 as such.

6 The board adopts the guidelines and other pertinent information and forms developed by the Tennessee
7 Department of Health to inform and educate coaches, school administrators, student athletes, and
8 parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These
9 guidelines and materials may be viewed on the Department of Health's website and shall be made
10 available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute
12 an organized athletic game or competition against another team or in practice or preparation for an
13 organized game or competition. It does not govern those activities or individuals involved in those
14 activities which are entered into for instructional purposes only or those that are incidental to a
15 nonathletic program or lesson.

16 **REQUIRED TRAINING ¹**

17 The director of schools shall ensure that each school's athletic director and coaches, employed or
18 volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course.
19 This course may be accessed online at www.nfhslearn.com.

20 Prior to the annual initiation of practice or competition, the following persons must review and sign a
21 concussion and head injury information sheet approved by the Tennessee Department of Health: the
22 director of schools, licensed healthcare professionals (if appointed), each school athletic director, and
23 each coach, employed or volunteer.

24 In addition, prior to the annual initiation of practice or competition, all student athletes and their
25 parent(s) / guardian(s) shall review the concussion and head injury information sheet approved by the
26 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
27 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /
28 guardian(s), for athletes younger than eighteen (18) years of age.

29 All documentation of the completion of a concussion recognition and head injury safety education
30 course program and signed concussion and head injury information sheets shall be maintained by the
31 director of schools or his/her designee for a period of three (3) years.

1 **Removal from Athletics** ¹

2 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during
3 an athletic activity or competition shall be immediately removed for evaluation by a licensed
4 healthcare professional, if available, and if not, by the coach or other designated individuals.

5 No student athlete who has been removed from an athletic activity or competition due to a concussion
6 or suspected concussion shall be allowed to return to any supervised team activities involving physical
7 exertion, including games, competitions, or practices, until the student athlete has been evaluated by
8 and received written clearance on forms approved by the Department of Health from a licensed health
9 care provider for a full or graduated return. "Health care provider" means a Tennessee licensed
10 medical doctor (M.D.), osteopathic physician (D.O.), a clinical neuropsychologist with concussion
11 training, or a physician's assistant (P.A.) with concussion training who is a member of a health care
12 team supervised by a Tennessee licensed medical doctor or osteopathic physician.

13 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
14 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
15 observed.

16 The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee
17 Department of Health or required by law relative to the provisions of this policy are followed and
18 implemented within each school.

Legal References

1. TCA 68-55-502
2. Public Chapter No. 948

Click here to choose a school board.

Monitoring: Review: Annually, in April	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date:
		Rescinds:	Issued:

1 A homeless student shall have equal access to the same free, appropriate public education as provided
2 to other children and youths.¹

3 Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.²
4 Homeless students include:²

- 5 1. Students sharing the housing of other persons due to loss of housing, economic hardship, or
6 similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the
7 lack of alternative adequate accommodations; students living in emergency or transitional
8 shelters; or students abandoned in hospitals;
- 9 2. Students who have a primary nighttime residence that is a public or private place not designed
10 for or ordinarily used as a regular sleeping accommodations for human beings;
- 11 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or
12 trains stations, or similar settings; and
- 13 4. Migratory students who are living in circumstances described above.

14 **ENROLLEMENT**

15 Homeless students shall be immediately enrolled, even if the student is unable to produce records
16 normally required for enrollment (i.e. academic records, immunization records, health records, proof of
17 residency), or missed the district's application or enrollment deadlines.³ Parents/guardians are required
18 to submit contact information to the district's homeless coordinator.³

19 **PLACEMENT**

20 For the purposes of this policy, school of origin shall mean the school that the student attended when
21 permanently housed or the school in which the student was last enrolled, including a preschool/pre-k
22 program.⁹ School of origin shall also include the designated receiving school at the next grade level
23 when the student completes the final grade level served by the school or origin.⁹

24 Placement shall be determined based on the student's best interest.⁴ At all times, a strong presumption
25 that keeping the student in the school of origin is in the student's best interest shall be maintained,
26 unless doing so would be contrary to a request made by the student's parent/guardian or the student in
27 the case of an unaccompanied youth.⁵ When determining placement, student-centered factors,
28 including but not limited to impact of mobility on achievement, education, health, and safety shall be
29 considered.⁵ The choice regarding placement shall be made regardless of whether the student lives with
30 their homeless parents/guardians or has been temporarily placed elsewhere.⁶

31 If it is not in the student's best interest to attend the school of origin, or the school requested by the
32 parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written

1 explanation of the reasons for the determination, in a manner and form that is understandable to the
2 parent/guardian or unaccompanied youth.⁵ The written explanation shall include a statement regarding
3 the right to appeal the placement decision.⁵ If the placement decision is appealed, the district shall
4 refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out
5 the dispute resolution process as expeditiously as possible and in accordance with the law.⁷ Upon
6 notice of an appeal, the director of schools shall immediately enroll the student in the school in which
7 enrollment was sought pending a final resolution of the dispute, including all available appeals.⁷

8 **RECORDS**

9 Records ordinarily kept by the school shall be maintained for all homeless students. Information
10 regarding a homeless student's living situation shall be treated as a student education record, and shall
11 not be considered directory information.⁸

12 **SERVICES¹⁰**

13 The director of schools shall ensure that each homeless student is provided services comparable to
14 those offered to other students within the district, including transportation, special education services,
15 programs in career and technical education (CTE), programs for gifted and talented students, and
16 school nutrition.

17 The director of schools shall designate a district homeless coordinator who shall ensure this policy is
18 implemented throughout the district. The homeless coordinator shall ensure:

- 19 1. Homeless students are quickly identified and have access to education and support services, to
20 include Head Start and district pre-k programs;
- 21 2. Coordination with local social service agencies and other entities providing services to
22 homeless students;
- 23 3. Coordinate transportation, transfer of records, and other interdistrict activities with other school
24 districts;
- 25 4. Coordinate transportation to the school or origin or choice for homeless students;
- 26 5. Refer homeless students and their families to health care services, dental services, mental
27 health and substance abuse services, and housing services;
- 28 6. Assist homeless students in obtaining immunizations, medical or immunization records, and
29 any additional assistance that may be needed;
- 30 7. Public notice of the educational rights of homeless students is disseminated in places
31 frequented by parents/guardians of homeless students, including schools, shelters, public
32 libraries, and soup kitchens; and
- 33 8. Unaccompanied youth are enrolled and informed of their status and independent students.

34 The director of schools shall develop procedures to ensure that homeless students are recognized
35 administratively and that the appropriate and available services are provided for these students. The
36 director shall ensure professional development is provided to school personnel providing services to
37 homeless students.

Legal References

1. 42 USCS §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(G)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(I)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6)

Cross References

Student Transportation 3.400
Parental Involvement 4.502
Promotion and Retention 4.603
School Admissions 6.203
Migrant Students 6.504

Resignations

Thomas Stolarick – HJSHS English

New Hires

Laquinda Emerson – HJSHS Special Ed. Asst.

Deborah Williams – Stigall Cafeteria

Thomas Boykin – HHS Football Equipment Manager

Willie Campbell – HHS Asst. Football Coach

Joe Evans – HHS Asst. Football Coach