

School Board Meeting
October 6, 2016 6:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. September 2016 Bills
 - B. September 2016 Financial Report
 - C. September 8, 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. Food Service Bid
 - 1. Produce
 - 2. Food/Non Food
 - C. Board Policy Updates - 2nd 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
 - a. Teachers Recommended for Tenure
- VI. Citizens Concern
- VII. Adjournment

School Board Meeting

September 08, 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. Lee Williams and a second by Mr. Chuck Samples.

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. August 2016 Bills

III.B. August 2016 Financial Report

III.C. August 11, 2016 Regular Board Meeting

IV. Agenda Approval

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

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 and Consideration for the extension of the contract of employment for the Director of Schools, Dr. Versie Hamlett

Motion Failed: Motion to extend the Superintendent's current existing contract for three years failed with a motion by Mr. Lee Williams and a second by Mr. Chuck Samples.

2 Yeas - 2 Nays.

Mr. Phillip Hardee	No
Mr. Terry Johnson	Absent
Mr. Leon McNeal	No
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

V.B. Board Policy Updates - 2nd Reading

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

4 Yeas - 0 Nays.

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

- V.B.1.** 1.407 School District Records
- V.B.2.** 3.202 Emergency Preparedness Plan
- V.B.3.** 3.219 Use of Unmanned Aircraft Systems (Drones)
- V.B.4.** 4.605 Graduation Requirements
- V.B.5.** 4.700 Testing Programs
- V.B.6.** 4.804 Religious Content of Courses
- V.B.7.** 6.204 Attendance of Non-Resident Students
- V.B.8.** 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation
- V.B.9.** 6.4031 Pediculosis (Head Lice)
- V.B.10.** 6.411 Student Wellness
- V.B.11.** 6.415 Student Suicide Prevention

V.C. Board Policy Updates - 1st Reading

The following board policies were presented for the first reading:

- V.C.1.** 1.404 Appeals to and Appearances Before the Board
- V.C.2.** 2.200 Annual Operating Budget
- V.C.3.** 4.210 Credit Recovery
- V.C.4.** 4.211 Work Based Learning Program
- V.C.5.** 4.606 Graduation Activities
- V.C.6.** 5.301 Emergency and Legal Leave
- V.C.7.** 6.3071 Student Alcohol and Drug Testing
- V.C.8.** 6.313 Discipline Procedures
- V.C.9.** 6.409 Child Abuse and Neglect
- V.C.10.** 6.413 Prevention and Treatment of Sports Related Concussions
- V.C.11.** 6.503 Homeless Students

V.D. Superintendent's Report

The Superintendent's Report consisted of:

- (A) Renovation Update by TLM and Lashlee-Rich
- (B) Leadership Academy Recognition by Emily Burleson
- (C) Arise2Read Presentation by Gil Fletcher
- (D) Lion's Club Presentation for Vision Screenings
- (E) Strategic Plan/Marketing Official Roll-out of the new HCS on Facebook, Instagram and Twitter
- (F) Health Inspections at the Schools - Stigall - 100, East - 99, HJSHS - 100
- (G) College & Career Fair at Boys and Girls Club

V.D.1. Personnel

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

VI. Citizens Concern

Tommy Goodrum encouraged the Board to not lose the momentum and to move forward and work with the Superintendent to extend her contract. Debbie Coleman praised the programs that were just recognized and asked that the Board support the Superintendent. She presented Mr. Hardee with a petition of 106 signed voters in his district that are in favor of extending Dr. Hamlett's contract and reminded him he said he would vote the way his constituents wanted.

VII. Adjournment

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

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

NATURE OF BID: Produce

DATE OF BID REQUEST: 9-27-16

METHOD OF REQUEST: _____

BIDS REQUESTED FROM: 1. US Foods

2. Sysco

3. McCartney Produce

4. _____

5. _____

6. _____

BIDDERS	DATE BID RECEIVED	HOW BID WAS RECEIVED	BID PRICE
1. US Foods	9/26/16	hand delivery	56,868.05
2. Sysco	9/26/16	hand delivery	33,033.09
3. McCartney Produce	9/24/16	mail	54,518.79
4.			
5.			
6.			

DATE & TIME OF BID OPENING: 9-27-16 / 9:00 a.m.

OFFICIALS PRESENT DURING OPENING:

Denny Hatch - Humboldt City Schools

Misty Rhodes - Bells City School

Faiga Taven - Gibson Co SD

Diane Percy - Humboldt City School

Chris Griffin - Bradford SSD

BID ACCEPTED: Sysco

NOTE: If low bidder is not accepted, state reason: _____

SIGNED: Denny Hatch

TRIAREA CONSORTIUM
 BID TALLEY SHEET

official

NATURE OF BID: Food / Non Food

DATE OF BID REQUEST: 9-27-16

METHOD OF REQUEST: _____

- BIDS REQUESTED FROM:
1. US Foods
 2. Sysco
 3. Gordon Foods
 4. _____
 5. _____
 6. _____

BIDDERS	DATE BID RECEIVED	HOW BID WAS RECEIVED	BID PRICE
1. <u>US Foods</u>	<u>9/26/16</u>	<u>hand delivery</u>	56,868.05
2.	<u>@</u>		<u>1519513.35</u>
3. <u>Sysco</u>	<u>9/26/16</u>	<u>hand delivery</u>	<u>1509954.41</u>
4. <u>Gordon Foods</u>	<u>—</u>	<u>—</u>	<u>no bid</u>
5.			
6.			

DATE & TIME OF BID OPENING: 9-27-16 / 9:00 a.m.

OFFICIALS PRESENT DURING OPENING:

- Danny Hatch - Humboldt City Schools
- Traig Warren - Gibson Co SSU
- Renee Perry - Humboldt City Schools
- Misty Charles - Bells City School
- Chris Duffin - Bradford SSU

BID ACCEPTED: Sysco

NOTE: If low bidder is not accepted, state reason: _____

SIGNED: Danny Hatch

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
- 2
- 3
- 4
- 5
- A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - pay any activity fee;
 - pay a library or other school fine; or
 - 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

New Hires

Tony Kendall – HJSHS English