

**School Board Meeting**  
**August 10, 2017 6:30 PM**  
**HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
  - A. July 2017 Bills
  - B. July 2017 Financial Report
  - C. July 13, 2017 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
  - A. Board Policy Updates - 1st Reading
    - 1. 1.407 School District Records
    - 2. 2.703 Audits
    - 3. 2.806 Bids and Quotations
    - 4. 3.202 Emergency Preparedness Plan
    - 5. 3.400 Student Transportation Management
    - 6. 4.210 Credit Recovery
    - 7. 4.301 Interscholastic Athletics
    - 8. 4.402 Instructional Supplies
    - 9. 4.600 Grading System
    - 10. 4.700 Testing Programs
    - 11. 5.200 Separation Practices for Tenured Teachers 5.201 Separation Practices for Non-Tenured Teachers 5.701 Substitute Teachers
    - 12. 5.203 Recommendations and File Transfers
    - 13. 5.600 Staff Rights and Responsibilities
    - 14. 4.302 Field Trip and Excursions
      - a. District Field Trip Manual Administrative Procedures
  - B. Administrative Procedures for Policy 3.404 Private Vehicles
  - C. Superintendent's Report
    - 1. Personnel Report
- VI. Citizens Concern
- VII. Adjournment

**School Board Meeting**  
July 13, 2017 6:30 PM  
HJSHS Library

**Attendance Taken at 6:28 PM:**

Present Board Members:

Mr. Phillip Hardee  
Mr. Terry Johnson  
Mr. Wayne McLemore  
Mr. Leon McNeal  
Mr. Chuck Samples

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. Leon McNeal.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

**III.A. June 2017 Bills**

**III.B. June 2017 Financial Report**

**III.C. June 8, 2017, 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. Leon McNeal.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

**V. Regular Agenda**

**V.A. Computer Bids**

**Motion Passed:** Motion to award the bid to Total Tech Solutions for desktops, laptops, teacher lease, student lease and coding computers for 2017-2018 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. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

**V.B. 2017 Fall District Meeting**

The 2017 Fall District TSBA Meeting will be Monday, September 19, 2017 at Huntingdon Special School District.

**V.C. 2017 TSBA Leadership Conference & Convention**

The 2017 TSBA Leadership Conference and Convention will be at the Gaylord Opryland Resort and Convention Center on November 2-5, 2017.

**V.D. Bread Bid**

**Motion Passed:** Motion to approve Flowers Bakery Company for the bread bid passed with a motion by Mr. Chuck Samples and a second by Mr. Leon McNeal.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

**V.E. Superintendent's Report**

The Superintendent's Report consisted of:

- The first day of school will be August 1 for a half day. Breakfast and lunch will be provided.
- The Summer Academy was a huge success. About 100 students attended each day in June.
- Professional Development was provided to teachers this summer as they prepare for the new school year.
- The Fresh Fruit and Vegetable Grant was received again this year.
- New carpet has been installed at the HJSHS office and library.
- The next board meeting is August 10th.
- There will be a Stigall dedication ceremony on August 5th at 5:00 p.m. honoring T.O. Stigall.

**V.E.1. Personnel**

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

**VI. Citizens Concern**

**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. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

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Phillip Hardee, Chairman Date

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Dr. Versie Hamlett, Superintendent Date

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

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

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

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

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

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

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

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

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

25 **REQUESTS FOR COPIES<sup>2</sup>**

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

1 The records custodian shall provide an estimate of the reasonable costs to produce the requested  
2 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
3 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to  
4 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing  
5 the charges. The citizen shall pay the estimated reasonable costs by cash or check prior to the district  
6 producing the copies.

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

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

### 11 **FREQUENT AND MULTIPLE REQUESTS**

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

### 20 **DENYING REQUESTS FOR NONCOMPLIANCE<sup>13</sup>**

#### 21 *Requests to Inspect a Public Record*

22 The district shall deny a request to inspect a public record from any citizen that has:

- 23 a. made two (2) or more requests to view a public record within a six-month period; and
- 24
- 25 b. for each request failed to view the record within fifteen (15) business days of receiving
- 26 notification that the record was available.

27 Requests from this citizen shall be denied for up to six (6) months from the date of the second records  
28 request. The district's public records request coordinator may waive this denial if he/she determines  
29 that failure to view the record was for good cause.

#### 30 *Requests for Copies of Public Records*

31 The district shall deny a request for copies of a public record from any citizen that has:

- 32 a. been provided with an estimate of the reasonable cost to produce the requested records;
- 33 b. agrees to pay such estimated reasonable cost prior to production of the records; and
- 34 c. fails to pay the actual cost after the records have been produced.

1 Additional requests from this citizen shall be denied until the original cost is paid.

## 2 **RECORDS RETENTION**

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

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

## 20 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>14</sup>**

21 **Name:** Donna Whitehead

22 **Title:** Human Resource Director

23 **Contact Information:** Phone – 731-784-2652 / email – donna.whitehead@hcsvikings.org

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**Legal References**

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No. 233
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 2017, Chapter No. 233
14. TCA 10-7-503(g)(4)

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**Cross References**

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

## Humboldt City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b style="text-align: center;">Audits</b>	Descriptor Code: <b style="text-align: center;">2.703</b>	Issued Date:
		Rescinds:	Issued:

1 An audit of all fiscal accounts, including accounts and records of all school student activity funds, shall  
2 be made by a certified public accountant following the end of each fiscal year.<sup>1</sup>

3 The director of schools shall furnish or make copies of the audit available to the proper authorities as  
4 prescribed by law.<sup>2</sup>

5 When an administrative change occurs during the fiscal year and the position is responsible for the  
6 expenditure of funds, a special audit of accounts involved shall be conducted.

7 The special audit shall be as extensive as the board may determine.

8 **AUDIT FINDINGS<sup>3</sup>**

9 A corrective action plan shall be developed to address any findings on the annual audit. The plan shall  
10 include the following:

- 11 1. Name(s) of the individual responsible for implementing the plan;
- 12 2. The correct action taken or planned; and
- 13 3. Anticipated completion date.

14 The plan shall be submitted to the Office of the Comptroller of the Treasury.

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Legal References

- 1. TCA 49-2-112(a)(1), (c)(1); TCA 49-2-110(a)
- 2. TRR/MS 0520-01-02-.13(3)(d)
- 3. Public Acts of 2017, Pub. Chp. 383

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Cross References

- Fundraising Activities 2.601
- Student Activity Funds Management 2.900

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <h2 style="margin: 0;">Bids and Quotations</h2>	Descriptor Code: <b>2.806</b>	Issued Date: <b>03/07/13</b>
		Rescinds: <b>2.806</b>	Issued: <b>09/07/06</b>

- 1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
- 2 thousand dollars (\$25,000)<sup>1</sup>, including those of individual schools, shall be based on competitive bids.
- 3 These bids shall be solicited by advertisement in a newspaper of general circulation in the district.
- 4 However, said newspaper advertisement may be waived by the purchasing agent in an emergency.
- 5 The purchasing agent shall advertise for bids and receive quotations.<sup>2</sup> The principal shall serve as
- 6 purchasing agent in each school.
  
- 7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
- 8 may be made in the open market without newspaper notice, but shall, whenever possible, be based on
- 9 at least three (3) competitive bids.
  
- 10 The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids
- 11 or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
- 12 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the
- 13 opening of bids. Any bid received after the time and date specified shall not be considered.
  
- 14 The bidder to whom the award is made may be required to enter into a written contract.
  
- 15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
- 16 or other purchasing procedures is prohibited.
  
- 17 Contracts for legal services, educational consultants, and similar services by professional persons or
- 18 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
- 19 basis of recognized competence and integrity.<sup>3</sup>
  
- 20 Directors/Supervisors of Federal Programs having internal control for developing and awarding
- 21 contracts will review the State website to ensure that the contractee/vendor has not been disbarred or
- 22 suspended. (Edgar 80.35)

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Legal References

1. Public Acts 2006; Public Chapter 664
2. TCA 49-2-203(a)(3); TCA 49-2-203(a)(3)(A)(B);
3. TCA 49-2-206(b)(2)
4. TCA 12-4-106

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Cross References

## Humboldt City Board of Education

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

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

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

### 9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school  
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

### 18 **ARMED INTRUDER DRILLS**

19 The director of schools or his/her designee shall ensure that each school safety team conducts at least  
20 one (1) armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

### 21 **AED DRILLS**

22 Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps  
23 that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring  
24 the drill occurs.<sup>5</sup>

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

### 27 **MEDICAL EMERGENCIES/PANDEMIC FLU**

28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
29 and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The director of schools
- 2 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

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#### Legal References

1. TRR/MS 0520-1-3-.03(18)
2. Public Acts of 2017. Chp. No. 451
3. TCA 68-102-137(b), (f)
4. Public Acts of 2017. Chp. No. 313
5. TCA 49-2-122(b)(2)(A)
6. Tennessee Department of Health Pandemic Influenza Response Plan.  
[http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)

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#### Cross References

- Emergency Closings 1.8011  
Community Use of School Facilities 3.206

<b>Humboldt City Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and  
3 Regulations.<sup>1</sup>

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
5 appear on the rear bumper.<sup>2</sup>

6 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to  
7 replace a certain number of buses each year on a rotating basis.

8 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,  
9 including incidents in which any part of the bus contacts any other object or vehicle.

10 The director of schools shall develop procedures to ensure compliance with the statutory and  
11 regulatory requirements for the transportation program.

12 **TRANSPORTATION SUPERVISOR<sup>3</sup>**

13 The director of schools shall appoint a transportation supervisor for the system. He/she shall be  
14 responsible for the monitoring and oversight of transportation services for the district.

15 The transportation supervisor shall complete a student transportation management training program  
16 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)  
17 hours of training annually.

18 The director of schools shall ensure that training is completed and provide the state department of  
19 education with appropriate documentation.

20 **COMPLAINT PROCESS<sup>4</sup>**

21 The following procedure will govern how students, teachers, staff, and community members shall  
22 submit bus safety complaints:

23 1. All complaints shall be submitted to the transportation supervisor; and

24 2. Forms may be submitted in person, via phone, mail, or email.

25 a. Written complaints shall be submitted on forms located on the district's website. In the  
26 case of a complaint received via phone, the person receiving the phone call shall be  
27 responsible for filling out the form and submitting it to the transportation supervisor.  
28

1 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-  
2 four (24) hours of receipt.

3 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall  
4 submit a preliminary report to the director of schools. This report shall include:

- 5 1. The time and date the complaint was received;
- 6
- 7 2. The name of the bus driver;
- 8
- 9 3. A copy or summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.

12 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall  
13 submit a final written report to the director of schools that details the investigation's findings as well as  
14 the action taken in response to the complaint.

15 An annual notice of this complaint process shall be provided to parents and students. This information  
16 shall be made available in the student handbook.

#### 17 **RECORDKEEPING<sup>5</sup>**

18 The transportation supervisor shall be responsible for the collection and maintenance of the following  
19 records:

- 20 1. Bus maintenance and inspections forms;
- 21
- 22 2. Bus driver credentials, including required background checks, health records, and performance  
23 reviews;
- 24
- 25 3. Driver training records; and
- 26
- 27 4. Complaints received and any records related to the investigation and complaints.

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Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. Public Acts of 2017, Chapter No. 289(1)(d)(3)
3. Public Acts of 2017, Chapter No. 289(1)(a)-(c)
4. Public Acts of 2017, Chapter No. 289(1)(d)(2)
5. Public Acts of 2017, Chapter No. 289(1)(d)(5)

# Humboldt City Board of Education

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

## 1 GENERAL<sup>1</sup>

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.<sup>1</sup>

## 5 ADMISSION AND REMOVAL<sup>2</sup>

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<sup>1</sup>

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<sup>3</sup>**

10 Students passing credit recovery shall receive a grade of seventy percent (70%).

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

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Legal References

1. SBOE Policy 2.103(7)(b)
2. SBOE Policy 2.103(7)(a)
3. SBOE Policy 2.103(7)(c)

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Cross References

Grading System 4.600  
Promotion and Retention 4.603

## Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <h3 style="text-align: center;">Interscholastic Athletics</h3>	Descriptor Code: <h3 style="text-align: center;">4.301</h3>	Issued Date:
		Rescinds:	Issued:

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
 2 treated differently from another person, or otherwise be discriminated against in any athletic program of  
 3 the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup>

4 Interscholastic athletics shall be administered as a part of the regular school program and shall be the  
 5 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport  
 6 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/  
 7 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is  
 8 approved by the board, provided the team's school reimburses the board for mileage.

9 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
 10 of athletics.<sup>2</sup>

11 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
 12 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
 13 system as a named insured, of not less than the limits set forth in TCA § 29-20-403.

14 Prior to participation in interscholastic athletics, every student must complete an annual physical  
 15 examination.<sup>3</sup> The parents/guardians of each student shall be responsible for covering the cost of the  
 16 examination, and these records shall be on file in the principal's office. It shall be the responsibility of  
 17 the parent(s) or guardian(s) to provide health and hospitalization insurance for all students participating  
 18 in interscholastic athletics.

19 No principal or teacher of any school under the control of the board shall dismiss his/her school or any  
 20 group of students for the purpose of attending the practice of any interscholastic sport during the school  
 21 day without written permission from the board. This does not prevent the inclusion of regular physical  
 22 training lessons in the daily school program.<sup>4</sup>

23 Students shall not be required to attend a school athletic event, or event related to participation on a  
 24 school athletic team, if the event is on an official school holiday, observed day of worship, or religious  
 25 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days  
 26 prior to the event.<sup>5</sup>

27 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or  
 28 tolerate hazing activities.<sup>6</sup>

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Legal References

1. 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TRR/MS 0520-01-03-.08(2)(b)
4. TCA 49-6-1002
5. Public Acts of 2017, Chapter No. 260
6. TCA 49-2-120

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Cross References

Attendance 6.200  
Student Insurance Program 3.601

# Humboldt Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Selection of Instructional Materials (Other than Textbooks)</b>	Descriptor Code: <b>4.402</b>	Issued Date: <b>06/10/99</b>
		Rescinds: <b>IFAB</b>	Issued <b>11/12/92</b>

1 The Board will seek to provide a wide range of instructional materials<sup>1</sup> on all levels of difficulty, with  
2 diversity of appeal, and the presentation of different points of view and will provide procedures for  
3 review and reconsideration of allegedly inappropriate instructional materials.

## 4 **OBJECTIVES OF SELECTION**

5  
6  
7 In order to assure that instructional materials are an integral part of the educational program, the fol-  
8 lowing selection objectives are adopted:

- 9  
10 1. To provide materials that will enrich and support the curriculum and personal needs of the stu-  
11 dents, taking into consideration their varied interests, abilities and learning styles;
- 12  
13 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aes-  
14 thetic values and ethical standards;
- 15  
16 3. To provide a background of information which will enable students to make intelligent judgments  
17 in their daily lives;
- 18  
19 4. To provide materials on opposing sides of controversial issues so that the students may develop  
20 under guidance the practice of critical analysis;
- 21  
22 5. To provide materials which realistically represent our pluralistic society and reflect the contribu-  
23 tions made by these groups and individuals to our American heritage;
- 24  
25 6. To place principles above personal opinion and reason above prejudice in the selection of mate-  
26 rials of the highest quality in order to ensure a comprehensive media collection appropriate for  
27 all students.

## 28 29 **RESPONSIBILITY FOR MATERIALS SELECTION**

30  
31 The responsibility for selection of instructional materials is delegated to the professionally trained per-  
32 sonnel employed by the school system.

33  
34 Selection of materials involves many people, including library media specialists, teachers, students,  
35 principals, administrators, and community persons. The responsibility for coordinating the selection and  
36 making the recommendations for purchase rests with the professionally trained media personnel.

37  
38 The principal of each school shall annually appoint a committee of teachers to determine how to spend  
39 the pooled amount of the second \$100 given to each teacher in the school.<sup>2</sup>

1 SELECTION CRITERIA AND PROCEDURES

2  
3 In selecting materials for school media centers, the following practices shall be observed:

- 4 1. Selection shall be consistent with the goals and objectives of the instructional program.
- 5 6 2. Selection shall be made to provide balance in materials that present different points of view
- 7 8 concerning current problems and issues.
- 9 10 3. Selection shall be made using reputable, unbiased, professionally prepared selection aids.
- 11 12 4. Selection shall be a continuing process throughout the school year as new suggestions of staff
- 13 14 members and students are evaluated and materials already purchased are re-evaluated to determine
- 15 16 their current or lasting contributions to the educational program of the school.
- 17 18 5. Gift materials shall be judged upon the same basis as the library media center's own purchases.
- 19 20 Gift materials meeting the selection standards may be accepted with the recommendation of the
- 21 22 library media specialist and the approval of the principal.
- 23 24
- 25 26
- 27 28
- 29 30
- 31 32
- 33 34
- 35 36
- 37 38
- 39

40 Legal Reference:

- 41 1. FRR/MS 0520-1-3-.07(3)
- 42 2. TCA 49-3-359
- 43
- 44
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- 49

40 Cross Reference:

41 Controversial Materials 4.801

<b>Humboldt City Board of Education</b>			
Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date:
		Rescinds:	Issued:

1 The director of schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in  
3 conjunction with board-adopted content standards for grades K-8.<sup>1</sup> The grading/assessment system shall  
4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured classes  
7 in grades K-3 according to state rules and regulations.<sup>2</sup>

8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the board  
9 before the system is implemented.<sup>3</sup> These guidelines shall be communicated annually to students and  
10 parents/guardians.<sup>1</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

13 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
14 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
15 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
16 Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
18 range:

- 19 • A (93-100)
- 20 • B (85-92)
- 21 • C (75-84)
- 22 • D (70-74)
- 23 • F (0-69)

24 This grading system shall be uniform throughout the school system for each grade.

25 Advanced coursework grades will be weighted with additional percentage points to calculate the  
26 semester average. Depending on the course taken, the following percentage points will be assigned:

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment  
29 Courses – four (4) percentage points; and

- 1       • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
2       International Baccalaureate Courses – five (5) percentage points.

### 3   **LOTTERY SCHOLARSHIPS<sup>4</sup>**

4   Each school counselor shall provide incoming freshman with information on college core courses  
5   required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score,  
6   etc.) that must be met in order to receive a scholarship.

7   Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
8   Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
9   Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications  
10  in a timely manner.

11  Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
12  students and impress upon them the benefits of making good grades.

### 13  **LOTTERY SCHOLARSHIP DAY**

14  Each school year, prior to scheduling courses for the following school year, schools teaching students in  
15  grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>5</sup>

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#### Legal References

1. TRR/MS 0520-01-03-.05(3), SBOE Policy 3.301
2. TCA 49-1-302(e)(2), (g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)

# Humboldt City Board of Education

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

1 *General*

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

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;<sup>1,2</sup>
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.

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

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special  
33 learning program might be necessary.

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

### 3 **WEIGHTING TCAP SCORES**

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores will be included in students' final grades as follows:

- 5 a) 2017-2018 school year - 15% of the student's final average.  
6 b) 2018-2019 school year - \_\_\_% of the student's final average. *{the board may select a percentage*  
7 *from a range of 15%- 25%}*

8 Humboldt City Schools will use the cube root method to convert raw scores.

9 The director of schools may exclude these scores from students' final grades if results are not received  
10 by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

### 11 **TESTING INFORMATION AND PARENTAL CONSENT**

12 Any test directly concerned with measuring student ability or achievement through individual or group  
13 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
14 of the system without first obtaining written consent of the parents or guardians.<sup>2</sup>

15 Results of all group tests shall be recorded on the students' permanent records and shall be made  
16 available to appropriate personnel in accordance with established procedures.<sup>6</sup>

17 No later than July 31<sup>st</sup> of each year, the board shall publish on its website information related to state  
18 and board mandated tests that will be administered during the school year. The information shall  
19 include:<sup>7</sup>

- 20 1. The name of the test;  
21  
22 2. The purpose and use of the test;  
23  
24 3. The grade or class in which the test will be administered;  
25  
26 4. The tentative date or dates that the test will be administered;  
27  
28 5. The time and manner in which parents and students will be notified of the results of the test;  
29 and  
30  
31 6. How parents can access the questions and answers on their student's state-required tests.

32 Testing information shall also be placed in student handbooks or other school publications that are  
33 provided to parents on an annual basis.

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Legal References

1. TCA 49-10-108
2. 20 USCS 1232(g)
3. TRR/MS 0520-01-03-.03(9)
4. Public Chapter 192: TCA 49-1-617(b)
5. TRR/MS 0520-01-03-.06(1)(c)(2)
6. TCA 10-7-504
7. TCA 49-6-6007

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Cross References

Student Records 6.600

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date:
		Rescinds:	Issued:

1     **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2     The director of schools may suspend a teacher at any time that may seem necessary, pending investigation, or  
 3     final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an  
 4     ongoing criminal investigation or a department of children's services investigation, and if no charges for dismissal  
 5     have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no  
 6     circumstances shall the director of schools suspend a teacher with pay. If vindicated or reinstated, the teacher shall  
 7     be paid full salary for the period of suspension.

8     **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

9     The director of schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect of duty,  
 10    unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be: (1) provided with  
 11    written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an  
 12    opportunity to respond to the director at a conference, if requested within five (5) days; and (3) given a written  
 13    decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference,  
 14    which shall be recorded.

15    Under no circumstances shall a director of schools suspend a tenured teacher with pay. If reinstated, the tenured  
 16    teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an  
 17    appropriate penalty.

18    **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS<sup>4</sup>**

19    The board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing  
 20    officers as defined under Tennessee law.

21    When charges are made against a tenured teacher, charging the teacher with offenses which may justify dismissal  
 22    or a suspension greater than three days, the charges shall be made in writing, specifically stating the offenses  
 23    which are charged, and shall be signed by the party or parties making the charges.

24    If, in the opinion of the board, the charges are of such nature as to warrant the dismissal or a suspension greater  
 25    than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy  
 26    of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the  
 27    teacher of his/her legal duties, rights, and recourse.

28    A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt  
 29    of notice give written notice to the director of schools of his/her request for a hearing.

30    The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list  
 31    maintained by the board.

1 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or  
2 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the  
3 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial  
4 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be  
5 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and  
6 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of  
7 the proceedings.

8 Either party may appeal to the board an adverse ruling by giving written notice of appeal within ten (10) working  
9 days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The director of  
10 schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise,  
11 and transmit the same to the board within twenty (20) days of the receipt of the notice of appeal.

12 The board shall hear the appeal on the record, and no new evidence may be submitted by either party. The  
13 appealing party may appear before the board to argue why the adverse ruling should be overturned. In no event  
14 should such argument last more than fifteen (15) minutes, unless the board should vote to extend additional time.  
15 At the conclusion of the hearing, any member of the board may vote to sustain the decision of the hearing officer,  
16 send the record back for additional evidence, revise the penalty, or reverse the decision. The board shall render its  
17 decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the  
18 board is appealed to the chancery court, the board shall transmit the entire record prepared by the director and  
19 reviewed by the board to the chancery court for its review.

## 20 RESIGNATION

21 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date  
22 of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances,  
23 shall forfeit all tenure status. The board may waive the thirty (30) days' notice requirement and permit a teacher  
24 to resign in good standing.<sup>5</sup>

25 The conditions under which it is permissible to break a contract with the board are as follows:

- 26 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement  
27 of a physician approved by the board; or
- 28 2. The release by the board of the teacher from the contract which the teacher has entered into with the  
29 board.<sup>6</sup>

30 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of  
31 return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render  
32 such notice may be considered a breach of contract.<sup>7</sup>

33 Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with the  
34 Commissioner and request the suspension of a teacher's license. After the Commissioner has provided the teacher  
35 an opportunity for defense during a hearing, the Commissioner may suspend the license for no less than thirty  
36 (30) and no more than three hundred sixty-five (365) days.<sup>8</sup>

## 37 RETIREMENT

38 Retirement shall mean a termination of services under conditions which will allow the employee to draw

1 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect  
2 to retire at any age according to the provisions of the retirement system.

3 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the  
4 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central  
5 office. It shall be the responsibility of the retiring employee to file for benefits.

6 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss  
7 of retirement benefits. Retired teachers may substitute teach for additional days if the director of schools certifies  
8 in writing to the board that no other qualified personnel are available to substitute teach.<sup>9</sup>

9 The director of schools may employ teachers retired for at least one year for full-time employment as a  
10 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or  
11 suspended under certain conditions, which include but are not limited to the following:<sup>10</sup>

12 1. The director of schools of the employing system must certify in writing that no other qualified individuals  
13 are available to fill the position;

14 2. The Commissioner of Education must certify that the employing school system serves an area that lacks  
15 qualified teachers to serve in the position to be filled;

16 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;

17 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive  
18 medical insurance coverage; and

19 5. The salary paid to the retired member shall not be less than the rate of compensation set by the board for  
20 teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate  
21 of compensation set by board for teachers with comparable training and years of experience filling  
22 similar positions.

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#### Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE). TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. Public Acts of 2017, Chapter No. 287
10. TCA 8-36-821

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#### Cross References

Recommendations and File Transfers 5.203

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date:
		Rescinds:	Issued:

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The director of schools may suspend a teacher at any time that may seem necessary, pending  
3 investigation, or final disposition of a case before the board or an appeal. If the matter under investigation  
4 is not the subject of an ongoing criminal investigation or a department of children's services  
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall  
6 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a  
7 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary  
8 for the period of suspension.

## 9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

10 A director of schools or his/her designee may suspend a teacher for incompetence, inefficiency, neglect  
11 of duty, unprofessional conduct, and insubordination. Before an employee is suspended, he/she shall be:  
12 (1) provided with written notice, including the reasons for the suspension along with an explanation of  
13 the evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested  
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties  
15 may be represented by counsel at the conference, which shall be recorded.

## 16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

17 The director of schools may dismiss or suspend for more than three days any non-tenured teacher **during**  
18 **the contract year** for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty  
19 after giving the non-tenured teacher, in writing, due notice of the charges.

20 The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing  
21 before an impartial hearing officer.

22 The board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
23 hear the case and the employee shall have the right to:

- 24 1. be represented by counsel;
- 25 2. call and subpoena witnesses;
- 26 3. examine all witnesses; and
- 27 4. require that all testimony be given under oath.

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
29 affected employee within ten (10) working days following the close of the hearing. The employee may  
30 appeal the decision to the board within ten (10) working days of the hearing officer rendering the written  
31 decision to the employee. Written notice of appeal to the board shall be given to the director of schools.

1 Within twenty (20) days of receipt of notice, the director of schools shall prepare a copy of the  
2 proceedings, transcript, documentary, and other evidence presented and provide the board a copy of the  
3 same.

4 The board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may  
5 appear in person or be represented by counsel and argue why the decision should be modified or reversed.  
6 The board shall take one of the following actions:

- 7 1. sustain the decision;
- 8 2. send the record back if additional evidence is necessary; or
- 9 3. revise the penalty or reverse the decision.

10 Before any decision to dismiss is made, a majority of the membership of the board shall concur in  
11 sustaining the charges. The board shall render a decision on the appeal within ten (10) working days  
12 after the conclusion of the hearing.

13 The director of schools shall also have the right to appeal any adverse ruling by the hearing officer in  
14 same manner as the non-tenured teacher.

15 Within twenty (20) days after receipt of notice of the decision of the board, either party may appeal to  
16 the chancery court in the county where the school system is located. The board shall provide the entire  
17 record of the hearing to the court.

## 18 **NONRENEWAL**

19 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of  
20 employment enjoyed by tenured teachers except that they have no claim upon continuing employment  
21 or tenure protections.

22 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-  
23 tenured teacher and providing assistance for overcoming these deficiencies.

24 The director of schools is under no obligation to re-employ non-tenured teachers at the end of their  
25 contract period. If the director of schools determines not to renew the contract of a non-tenured teacher,<sup>1</sup>  
26 the following action shall be taken:

- 27 1. The board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be hand delivered or sent to the employee by registered mail  
29 so that it will be received by the employee within five (5) business days following the last  
30 instructional day for the school year.<sup>3</sup>

## 31 **RESIGNATION**

32 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the  
33 effective date of the resignation.<sup>4</sup> The board may waive the thirty (30) days-notice requirement and  
34 permit a teacher to resign in good standing.

35 The conditions under which it is permissible to break a contract with the board are as follows:

- 1 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
2 statement of a physician approved by the board; and
- 3 2. The release by the board of the teacher from the contract which the teacher has entered into with  
4 the board.

5 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the  
6 date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
7 Failure to render such notice may be considered a breach of contract.<sup>5</sup>

8 Upon a breach of contract, the board, upon a motion recorded in its minutes, may file a complaint with  
9 the Commissioner and request the suspension of a teacher's certificate. After the Commissioner has  
10 provided the teacher an opportunity for defense during a hearing, the Commissioner may suspend the  
11 certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.<sup>6</sup>

## 12 RETIREMENT

13 Retirement shall mean a termination of services under conditions which will allow the employee to draw  
14 benefits from retirement plans and/or social security benefits.

15 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of  
16 the retirement system. Central office personnel shall assist employees in securing retirement benefits;  
17 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in  
18 writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for  
19 benefits.

20 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year  
21 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the  
22 director of schools certifies in writing to the board that no other qualified personnel are available to  
23 substitute teach.<sup>7</sup>

24 The director of schools may employ teachers retired for at least one year for full-time employment as a  
25 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost  
26 or suspended under certain conditions, which include but are not limited to the following:<sup>8</sup>

- 27 1. The director of schools of the employing system must certify in writing that no other qualified  
28 individuals are available to fill the position;
- 29 2. The Commissioner of Education must certify that the employing school system serves an area  
30 that lacks qualified teachers to serve in the position to be filled;
- 31 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 32 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or  
33 receive medical insurance coverage; and
- 34 5. The salary paid to the retired member shall not be less than the rate of compensation set by the  
35 board for teachers with no experience filling similar positions, nor more than eighty-five percent  
36 (85%) of the rate of compensation set by board for teachers with comparable training and years  
37 of experience filling similar positions.

- 1 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
- 2 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
- 3 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy.)*

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Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-706
6. TCA 49-5-411(b)(4)
7. Public Acts of 2017, Chapter No. 287
8. TCA 8-36-821

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Cross References

Recommendations and File Transfers 5.203

## Humboldt City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: link here to enter a date.
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
 2 Substitute teachers may be employed and paid directly by the board of education or by a third party  
 3 public or private employer through an agreement between such third party employer and the board of  
 4 education.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
 6 eligibility conditions as substitute teachers employed directly by the board of education.<sup>2</sup>

### 7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
 10 hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the director of schools in compliance with  
 12 state laws and regulations.

13 A list of substitute teacher(s) will be prepared by the Human Resource Director who will maintain file(s)  
 14 which may include transcripts, credentials, recommendations, and other pertinent information.

### 15 COMPENSATION

16 If employed directly by the board of education, the compensation of substitute teachers shall be  
 17 determined annually by the board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
 19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
 20 after July 1, 2011 through July 1, 2016.<sup>5</sup>

### 21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
 23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>6</sup>

24 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to  
 25 the state salary schedule.<sup>1</sup>

1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement ben-  
2 efits<sup>1</sup> and may substitute for additional days if the director of schools certifies in writing to the State  
3 Board of Education that no other qualified personnel are available to substitute teach.<sup>7</sup>

#### 4 **EMERGENCY NEEDS**

5 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
6 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
7 unable to arrive on time or remain for the full day.

8 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
9 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
10 for both positions at the same time.

#### 11 **TRAINING AND ORIENTATION**

12 The director of schools shall be responsible for ensuring that there are appropriate training and  
13 development programs for substitute teachers.

#### 14 **RESPONSIBILITIES**

15 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not  
16 limited to, bus duty and playground supervision.

#### 17 **RE-EMPLOYMENT/TERMINATION**

18 On an annual basis, the director of schools, with input from the principals, shall determine which  
19 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
20 acceptable level shall not be re-employed.

21 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
22 the principal and/or third party employer if they wish to terminate their service as substitutes.

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#### Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287

# Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term:  <b>Recommendations and File Transfers</b>	Descriptor Code: <b>5.203</b>	Issued Date:
		Rescinds:	Issued:

1 Other than the routine transmission of administrative and personnel files, district employees are  
2 prohibited from assisting a school employee, contractor, or agent in obtaining a new job if the individual  
3 knows, or has probable cause to believe, that the person seeking a job change engaged in sexual  
4 misconduct regarding a minor or student in violation of the law.

5 These requirements shall not apply if:

6 1. The information giving rise to probable cause has been properly reported to the appropriate law  
7 enforcement agency; and

8  
9 2. The matter has been officially closed in one of the following ways:

- 10  
11 a. The prosecutor or police have investigated the allegations and notified school officials  
12 that there is insufficient information to establish probable cause;
- 13  
14 b. The employee, contractor, or agent has been charged and either acquitted or exonerated;  
15 or
- 16  
17 c. The case remains open, and there have been no charges or indictment filed within four  
18 (4) years of the date the information was reported to the law enforcement agency.

19 The director of schools shall develop administrative procedures to enforce this policy and comply with  
20 federal law.

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#### Legal References

1. 20 U.S.C. 7926

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#### Cross References

Separation Practices for Tenured Teachers 5.200  
Separation Practices for Non-Tenured Teachers 5.201  
Separation Practices for Non-Certified Employees 5.202  
Child Abuse and Neglect 6.409

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Rights &amp; Responsibilities</b>	Descriptor Code: <b>5.600</b>	Issued Date:
		Rescinds:	Issued:

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the  
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:<sup>1</sup>

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;<sup>2</sup>
- 5 2. Academic freedom within the confines of state law and board policy in order to create an  
6 atmosphere of freedom in the classroom;

7 Educators have the right to:

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and  
9 discretion respected;
- 10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
11 appropriate agencies;
- 12 3. Provide students with a safe environment;
- 13 4. Defend themselves and their students from physical violence or harm;<sup>3</sup>
- 14 5. Share information regarding a student's educational experience, health, or safety with the  
15 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
- 16 6. Review all instructional material or curriculum before being utilized by students; and
- 17 7. Not be required to use his/her personal money to appropriately equip a classroom.

18 Each staff member has the responsibility to:

- 19 1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the  
20 policies of the board and the procedures designed to implement them;<sup>5</sup>
- 21 2. To adhere to the Teacher Code of Ethics;<sup>6</sup>
- 22 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of  
23 students and the students' right to know;

- 1 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
- 2 public;
- 3 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 4 state board regulations, board policy and administrative procedures; and
- 5 6. Wear appropriate dress for work according to board guidelines and local school rules.

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Legal References

1. Public Chapter No. 360
2. 42 USCS § 2000e-2(a)—(b); TCA 49-6-8002—8006
3. TCA 49-6-4008
4. 20 USCA 1232g
5. TCA 49-5-201
6. TCA 49-5-1001—1005

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Cross References

- Curriculum Development 4.200  
Controversial Issues 4.800  
Religion in the Curriculum 4.804

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Field Trips and Excursions</b>	Descriptor Code: <b>4.302</b>	Issued Date: <b>12/12/02</b>
		Rescinds: <b>4.302</b>	Issued: <b>06/10/99</b>

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

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

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

## 10 **NON-SANCTIONED FIELD TRIPS**

11 Non-sanctioned field trips organized by employees acting as independent contractors/agents involving  
12 students on a volunteer, self-supporting basis are not approved by the Board and are not considered a  
13 part of the curriculum. Total responsibility for privately planned field trips or tours rests with the  
14 individual(s) and agency sponsoring them. The Board assumes no legal or financial responsibilities for  
15 non-sanctioned field trips.

16 If recruitment of students is sought through the school(s), the request for recruitment shall be made in  
17 accordance with those of private citizens. Recruitment efforts shall not occur during class time or the  
18 employee's work day.

## Current Board – Approved Day Field Trips

### General Elementary Trips – Approved for All Grades:

Academic/Cultural Trips – Plays, College Campuses, Art Exhibits  
Agriculture Center - Milan  
Bailey Park  
Bailey Park Nursing Home  
Behavior Reward Trips  
Discovery Park of America – Union City  
Donnell Century Farm – Jackson  
East Elementary School  
First Baptist Church – Humboldt  
Humboldt Fire Department  
Humboldt Jr. and Sr. High School  
Humboldt Plaza Movie Theater  
Humboldt Public Library  
McDonald's - Humboldt  
Sky Zone – Jackson  
Stigall Museum  
Stigall Primary School  
Tennessee Safari Park – Alamo

## Current Board – Approved Day Field Trips

### General Jr. & Sr. High School Trips – Approved for All Grades:

Agriculture Center – Milan  
Any academic competition involving students  
Athletics – football, basketball, baseball, softball, track, volleyball, cheerleaders – games, local tournaments, state tournament (one day)  
Bailey Park  
Bailey Park Nursing Home  
Band – concert festivals, Honor Band participations, parades, all scheduled football games, contests on Saturdays, All State, All West, playoff games, auditions  
Boys and Girls Club  
Career Fair – Trenton  
College Tours  
Denmark Elementary School – Color Guard  
Discovery Park of America – Union City  
East Elementary School  
First Baptist Church – Humboldt  
Good Behavior Trips in December and May  
Humboldt Fire Department  
Humboldt Plaza Movie Theater  
Humboldt Police Department  
Humboldt Public Library  
Jackson Bowling Center  
Jackson Generals/Pringles Park  
Jones Manufacturing  
Manufacturing Day Tour of Gibson County  
Milan Senior Center  
Safari Park – Alamo  
Stigall Primary School  
Union University - Jackson

## **Current Board – Approved Overnight Field Trips**

### **General Jr. & Sr. High School Trips – Approved for All Grades:**

Athletics – football, basketball, baseball, softball, track, volleyball, cheerleaders for tournament play, camps, championship games

BETA Club – national and state conventions

Boys/Girls State – Leadership camp

CTE – Skills USA District/State competition

FBLA – competition

FFA – camp, Farm & Gin Show, State Convention, Awards Banquet, state and national meeting

HOSA – Regional competition, State Conference

SCOPE – conference

Tennessee Teen Institute – Leadership Camp

## Field Trip Manual

(All forms are included in this manual and may be reproduced as needed)

The Field Trip process involves the following:

### Day Trips

1. The building level administrator should be involved at preliminary stage. The staff member who initiates the field trip should informally confer with the building administrator as to the plausibility of such trip.
2. Early in the planning stages, contact should be made with the transportation office regarding availability and costs of transportation.
3. The staff member would present the field trip request to the grade level or department for a consensus of opinion. The field trip should support the curriculum and be the most effective instructional medium for the stated outcome.
4. If the response is affirmative, all appropriate forms, including transportation, would be completed and the request should be submitted to the building level administrator for a decision.
5. A copy of the request by the building administrator will be forwarded to the Central Office. If the trip is not included in the Field Trip Manual, approval will be necessary upon recommendation of the Superintendent.
6. Parental approval must be confirmed for each student participating in the field trip. A signed parental permission form is designed for that purpose.

### Overnight Trips

If the requested overnight trip is listed in the Field Trip Manual, no further action need be taken (follow day trip procedures). If the trip is not listed, the request must be made to the Board.

### Trips Abroad

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

### Questions to consider when requesting approval for a possible field trip

1. What is the destination of the trip?
2. Does the intended destination (i.e. museum, factory, park, etc.) approve of field trips and what is their policy on visits?
3. How is it related to the curriculum of the students involved in the trip?
4. Is this the best choice for this particular teaching purpose?
5. Is this the most appropriate place in the curriculum for this trip?
6. Will this trip accomplish the Board's educational goals?
7. Will the resulting community relations be constructive?
8. What is the cost of the trip? How will expenses be met?
9. How will students be prepared for the trip?
10. What follow-up will be conducted?

# FIELD TRIP REQUEST

## HUMBOLDT CITY SCHOOLS BOARD OF EDUCATION

\_\_\_\_\_ requests permission to make an off-campus field trip  
Name of Teacher

to \_\_\_\_\_  
Destination

The educational objective of the trip is \_\_\_\_\_

\_\_\_\_\_  
Attach lesson and/or unit plan

Students will depart \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_,  
Name of School Time Date

and will return at \_\_\_\_\_ on \_\_\_\_\_ Students will travel by \_\_\_\_\_  
Time Date Vehicle

accompanied by \_\_\_\_\_ chaperones, and the personal expense of each student is \_\_\_\_\_  
Number Amount

Parents have been notified they are not required to pay this fee \_\_\_\_\_ (yes/no).

The following chaperones will accompany the students:

\_\_\_\_\_  
Male Chaperone

\_\_\_\_\_  
Female Chaperone

\_\_\_\_\_  
Male Chaperone

\_\_\_\_\_  
Female Chaperone

\_\_\_\_\_  
Male Chaperone

\_\_\_\_\_  
Female Chaperone

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

Request must have lesson/unit plan attached and be in the Superintendent's office at least two weeks prior to the planned trip.

**HUMBOLDT CITY SCHOOLS BOARD OF EDUCATION**

**OVERNIGHT EDUCATIONAL TRIPS  
AND  
OUT-OF-STATE AND OVERNIGHT TRIPS**

\_\_\_\_\_ requests to travel to \_\_\_\_\_  
Name of teacher

\_\_\_\_\_  
Destination

The educational objective of the trip is \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ will depart \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, and  
Name of Group Name of School Time Date

will return at \_\_\_\_\_ on \_\_\_\_\_. Students will travel by \_\_\_\_\_ and the  
Time Date Vehicle

personal expense of each student is \_\_\_\_\_. Parents have been notified they are not  
Amount

required to pay this fee \_\_\_\_\_ (yes/no).

The following chaperones will accompany the students:

\_\_\_\_\_  
Male Chaperone

\_\_\_\_\_  
Female Chaperone

\_\_\_\_\_  
Male Chaperone

\_\_\_\_\_  
Female Chaperone

\_\_\_\_\_  
Male Chaperone

\_\_\_\_\_  
Female Chaperone

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date



### Parental Permission for Field Trip

\_\_\_\_\_ has my permission to make an off-campus field trip with  
*Name of Student*

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ *Destination*

I understand the purpose of the trip is \_\_\_\_\_

\_\_\_\_\_ ;

that students will depart \_\_\_\_\_ at  
*Name of School, etc*

\_\_\_\_\_ on \_\_\_\_\_ and will return at \_\_\_\_\_  
*Time Date Time*

on \_\_\_\_\_ ; that they will travel by \_\_\_\_\_  
*Date Vehicle*

accompanied by \_\_\_\_\_ chaperones; and that the personal expense of each student is  
*Number*

\_\_\_\_\_  
*Amount*

In case of accident, injury or illness, I hereby authorize the student's teacher to take the above named student to a physician or the emergency room of a hospital.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Phone Number

**To be completed by school prior to signature of parent**

## Field Trip Checklist

To assist in planning the field trip:

1. Is this the best medium for this particular teaching purpose? \_\_\_\_\_
2. Have you secured all of the necessary parental permission slips? \_\_\_\_\_
3. Have you initiated the steps necessary to gain approval for the trip in time for the planned trip? \_\_\_\_\_
4. Have preliminary transportation arrangements been finalized? \_\_\_\_\_
5. How many of your class are going on the trip? \_\_\_\_\_
6. Have arrangements been made for those not going? \_\_\_\_\_
7. If a substitute teacher is covering your class, have the necessary arrangements been made? \_\_\_\_\_
8. Have the students been prepared for the trip (in terms of curriculum and details)? \_\_\_\_\_
9. Have you considered the community relations aspect of the trip as well as the educational aspect? \_\_\_\_\_
10. Have you or will you evaluate the trip and if necessary convey the results of your evaluation to the appropriate person if changes should be made in the nature of the particular trip? \_\_\_\_\_
11. Have chaperones been identified and their roles explained to them? \_\_\_\_\_
  - a. Chaperones should establish some form of monitoring of student attendance on a regular basis, i.e., attendance checks should be conducted before buses move from scheduled stops, meal times, periodic intervals of time during the day, at bed time, and before returning home, etc. A student roster is required.
  - b. Students should be assigned to groups and at no time should a student be alone while on a school trip; a buddy system may be utilized.
  - c. A written itinerary should be prepared for all trips and distributed to participants.
  - d. Students with medical conditions should be identified and appropriate provisions for first aid should be available to chaperones.
  - e. **Under no circumstances should students be left anywhere without supervision by a chaperone.**
12. Principals will insure adequate supervision of student groups on school trips according to the following guideline:  
Elementary – one (1) chaperone for every ten (10) students  
Secondary – one (1) chaperone for every twenty (20) students  
Additional chaperones (staff and volunteers) should be considered depending on the age of students, nature of trip, etc.

Rules and regulations on all school trips (scheduled or charter)

1. No more than five (5) adults are permitted to ride on a school bus. At least one coach, faculty member, or chaperone will accompany each bus.
2. Coaches, faculty members or chaperones will know the location and directions to desired destination.
3. Coaches, faculty members or chaperones in charge of the bus will inspect the bus after all students have been discharged to check for damage and any articles that may have been left on the bus.
4. If any food or beverages (**no glass containers**) are given to the group, it is the group's responsibility to see that the bus is cleaned.
5. Students will not be transported on the district trucks.
6. All trips will be scheduled from school to the destination and return. Special stops between points will not be permitted unless previously approved by the building principal with an itinerary attached in writing. This itinerary shall be submitted to the driver prior to departure.

7. Coaches, faculty members or chaperones will account for all students assigned to his/her bus before departing from scheduled stops.
8. Coaches, faculty members or chaperones shall contact (telephone) their respective building principals during emergencies.
9. Except as otherwise directed by the principal, students are expected to abide by all the bus riding rules.

#### Bus Rules

##### *At all times*

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver, his/her first concern is for your safety.

##### *Waiting for the bus*

1. Arrive at the bus stop five (5) minutes ahead of time.
2. Stay a safe distance from the curb or roadside.
3. When the bus approaches, get in line.
4. Stay away from the bus until it has come to a complete stop.
5. Let smaller children board first.

##### *Boarding the bus*

1. Always use the handrail.
2. Go up the steps one at a time.
3. Don't push or crowd others in line.
4. Go directly to your assigned seat.

##### *Conduct on the bus*

1. The bus driver has the authority to assign seats.
2. Keep the aisle clear. Place books or parcels in your lap.
3. Remain quiet when approaching railroad tracks so the driver can listen for trains.
4. Ask the driver permission before opening the windows.
5. Keep arms and hands inside the bus.
6. No throwing objects inside or outside the bus.
7. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
8. No fighting will be permitted.
9. No possession of tobacco or controlled substances allowed.
10. No eating or drinking any foods or beverages.
11. Remain seated until the bus comes to a complete stop.
12. Parents will be financially responsible for willful destruction of school bus property.
13. No profane or foul language is permitted.
14. Conduct such as loud talking, shouting or cheering which is distracting to the driver is prohibited.
15. Consideration and respect for your bus driver must be shown.

##### *Getting off the bus*

1. Use the handrail and take one step at a time.
2. No pushing or crowding when exiting the bus.

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in October</b>	Descriptor Term:  <b>Private Vehicles</b>	Descriptor Code: <b>3.404</b>	Issued Date: <b>02/07/13</b>
		Rescinds: <b>3.404</b>	Issued: <b>07/12/12</b>

1 The Board recognizes that certain employees may need to use their private vehicles for school pur-  
2 poses. With the use of private vehicles, the following policy shall be observed:

- 3
- 4 1. To use a private vehicle for school purposes, the employee must have the written permission of  
5 the director of schools/ designee and proof of vehicle liability insurance coverage in a sufficient  
6 amount, as determined by the director of schools.  
7
- 8 2. The school system shall assume no responsibility for liability in case of accident, unless the  
9 employee has the proper authorization described above.  
10
- 11 3. The Board specifically forbids any employee to transport students for school purposes without  
12 prior authorization by the director of schools or his/her designee.  
13
- 14 4. Privately-owned school buses and drivers of such shall meet all requirements of state law and  
15 state Board Rules, Regulations, and Minimum Standards.<sup>2</sup>  
16
- 17 5. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,  
18 an employee, or the school system.  
19
- 20 6. No employee may ask for or give permission to students to transport other students to and from  
21 any school or school-related activity without written parental permission and proof of student  
22 insurance.  
23

24 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for  
25 school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle  
26 liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined  
27 by the director of schools.<sup>1</sup>  
28  
29  
30  
31  
32  
33  
34  
35

36 \_\_\_\_\_  
37 Legal Reference:

- 38 1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)
  - 39 2. TRR/MS 0520-1-5-.2(1)
- 40  
41

## Proof of Auto Liability Insurance

### Parents/Guardians/Volunteers

Dear Parent/Guardian/Volunteer:

You have agreed to transport students of the district to \_\_\_\_\_.  
Please be aware that in the event of an accident, your insurance will be primary coverage. In order to serve as a volunteer driver, you will be required to provide proof of automobile liability insurance. Your insurance must meet or exceed requirements as established by the State of Tennessee and as set by the district.

Please complete the form below and attach a copy of your Tennessee Driver License and current automobile insurance certificate. **The certificate must list the liability claim limit and property claim limit per occurrence.**

SIGN where indicated and RETURN all documents, including this form, to the school office four (4) working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Policy Limits: \_\_\_\_\_

**Current minimum limits are: \$10,000 per person and \$300,000 per accident for bodily injury:  
\$100,000 per accident for property damage**

Driver's Date of Birth: \_\_\_\_\_ Tennessee Driver License Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Volunteer Name: \_\_\_\_\_  
(as it appears on your driver's license)

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
\_\_\_\_\_

Return this form with attached copies of your Tennessee Driver License and current automobile liability insurance certificate to the school principal.

**If you do not have the required amounts of liability insurance and property damage insurance, you will not be allowed to transport students.**

## Private Vehicles

### **Parent/Volunteer/HCS Employee Drivers Certificate of Liability Limits Requirement (HCS Policy 3.404 & HCS Administrative Procedure 3.404.1) for Private Vehicles used to transport HCS students**

The TML Risk Management Pool gave the following details of how parent/volunteer/HCS Employee drivers would request the \$10,000/\$300,000/\$100,000 liability minimum limitations required of parent/volunteer/HCS Employee drivers PRIOR to transporting HCS students. **These limitations MUST be listed on the proof of auto liability coverage and the HCS Central Office Liability Insurance contact person MUST receive a copy of the document before the parent/volunteer/HCS Employee is allowed to transport students.** HCS CANNOT accept the regular auto liability insurance certificate that is carried in the auto's glove compartment because that proof of insurance certificate does not list the individual liability claim limits.

If the liability limits must be increased to be equal or greater than the individual's current liability coverage is; the parent/volunteer/HCS Employee driver must contact their auto insurance carrier and request the increase of liability coverage and receive a document listing the \$10,000/\$300,000/\$100,000 liability minimum limitations. NOTE: A liability coverage increase would apply automatically to all of the parent's/volunteer's/HCS Employee's vehicles – blanket coverage. If the auto insurance carrier requires an additional premium for the increase in coverage, the parent/volunteer/HCS Employee is required to pay the additional premium.

- The document that lists the liability minimum limitations is proof of auto liability and would be sent to the central office liability claims contact person by a school supervisor or delivered to the central office liability claims contact person by the parent/volunteer/HCS Employee. These documents are kept on file for each approved request to transport students that requires the use of a parent/volunteer/HCS Employee driver in a personally owned vehicle.
- The HCS Human Resources Department keeps documentation information on file if a bus is requested and used.

This requirement is another safe guard for our students; i.e., if the parent/volunteer/HCS Employee driver has had numerous accidents, the liability coverage cannot be increased to the \$10,000/\$300,000/\$100,000; therefore, the parent/volunteer/HCS Employee driver would not be allowed to transport students, because the driver could not produce the required document.

### Private Vehicles

Student permission form to travel off campus for educational instruction at another educational institute.

\_\_\_\_\_ has my permission to travel from Humboldt Jr/Sr High School to  
Student's Name

\_\_\_\_\_ for school related instructional purposes  
Receiving Educational Institute

for the \_\_\_\_\_ semester.  
(1<sup>st</sup> or 2<sup>nd</sup>)

I understand that my child will not be the responsibility of Humboldt Jr/Sr High School nor covered under Humboldt City School's Liability Insurance Coverage when not on school grounds.

I understand that my personal vehicle liability and health coverage will be responsible with respect to bodily injury and death or property damage, or both.

\_\_\_\_\_ Driver license number. (Copy of Student's Driver License  
Student's Driver License Number attached)

\_\_\_\_\_ Personal vehicle liability insurance proof of coverage.  
Vehicle Liability Insurance Certificate Number (Copy of Current Proof of Vehicle  
Liability Insurance Coverage Attached)

\_\_\_\_\_ Student \_\_\_\_\_ Date  
Student's Signature

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date  
Parent's/Guardian's Signature

\_\_\_\_\_ Counselor \_\_\_\_\_ Date  
Counselor's Signature

\_\_\_\_\_ Principal \_\_\_\_\_ Date  
Principal's Signature

## Private Vehicles

### Transportation (Student) by Van

*Federal Law prohibits the use of 12-15 passenger vans for transporting students.*

Rental of SUVs/Vans are allowed which carry up to a total of ten (10) passengers, including the driver.

The maximum number of students a SUV/Van may transport is nine (9).

If you have more than nine (9) students, the teacher has two (2) options to transport students:

1. Have a volunteer parent drive their personal vehicle. The parent must complete the HCS Administrative Procedure Form 3.404.1 and attach their personal auto liability insurance proof of **current liability insurance coverage** in the limitations as shown on the form and return it to the building administrator PRIOR to the trip;

OR

2. Schedule a bus and driver with the HCS HR Department.

### Resignations

Rachel Sanford – East Elem. 6<sup>th</sup> Grade  
Clifton Davis – HJSHS Criminal Justice/SRO  
Sam Harwell – HJSHS Special Ed.  
Patrick Bunch – Stigall P.E.  
Courtney Davis – Stigall Special Ed.  
Matthew Simmons – East Ed. Asst.

### New Hire

Anthony Melton – HJSHS Art  
Hallie Burns – Coord. School Health Assistant  
April Ellis – HJSHS Librarian  
Diane Sowell – HJSHS Attendance Clerk  
Thomas Stolarick – HJSHS English  
Brittany Bennett – Speech Pathologist  
Jaquelynn Blackmon – East/Stigall Art  
Julie Flowers – East 5<sup>th</sup> Grade  
Jacob Kirkland – HJSHS 8<sup>th</sup> Science  
Sonya Eaton – HJSHS Special Ed.  
Landon Scott – Stigall P.E.  
Alisha Baskerville – Pupil Services/Attendance Coordinator  
Jackie Morgan – East Special Ed. Asst.  
Heather Taylor – East Special Ed.  
Christian Williams – East ISS Ed. Asst

### Transfers

Tyra Mitchell – HJSHS Attendance Clerk to HJSHS Secretary  
Ashley Branch – East CDC to Stigall CDC  
Brandi Cooper – HJSHS CTE Fashion Design to HJSHS Algebra I  
Anthony Ballard – East to HJSHS 7<sup>th</sup> Social Studies and Jr. High Asst. Football Coach to Jr. High Head Football  
Jonathan Rice – HJSHS 7<sup>th</sup> Social Studies to 9-12 World History and HS Asst. Baseball to HS Head Baseball  
Tony Kendall – HJSHS English to HJSHS History and Asst. Football  
Steve Shivers – East Ed. Asst. to HJSHS Ed. Asst.  
Jacqueline Bonds – HJSHS Algebra I to Chemistry  
Rose Mullins – East 5<sup>th</sup> to 6<sup>th</sup>  
Jenny Reed – East Sp. Ed. Asst. to Computer Lab Ed. Asst.  
Brooke Robinson – East Sp. Ed. Inclusion to CDC