

**School Board Meeting**  
**February 15, 2018 6:30 PM**  
**HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
  - A. January 2018 Bills
  - B. January 2018 Financial Report
  - C. January 25, 2018 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
  - A. 2018-2019 and 2019-2020 School Calendar
  - B. Renovation Funding
  - C. Board Policy Updates - 1st Reading
    - 1. 4.206 Special Programs
    - 2. 4.603 Promotion and Retention
    - 3. 4.605 Graduation Requirements
    - 4. 4.606 Graduation Activities
    - 5. 5.802 Qualifications and Duties of the Director of Schools
    - 6. 6.200 Attendance
    - 7. 6.319 Alternative School Programs
    - 8. 6.405 Medicines
    - 9. 6.4052 Opioid Antagonist
  - D. Industry Donation
  - E. Superintendent's Report
- VI. Citizens Concern
- VII. Adjournment

**School Board Meeting**

January 25, 2018 6:30 PM  
HJSHS Library

**Attendance Taken at 6:30 PM:**

Present Board Members:

- Ms. Lori Coleman
- Mr. Terry Johnson
- Mr. Wayne McLemore
- Mr. Leon McNeal
- Ms. Valeria Wedley

Also present: Dr. Versie Hamlett, Superintendent

**I. Call to Order**

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

Ms. Lori Coleman, Ms. Valeria Wedley, Mr. Terry Johnson and Mr. Wayne McLemore were sworn in by Mayor Marvin Sikes.

**III. Roll Call**

**IV. Election of Chairman, Vice Chairman and TLN Representative**

Nomination by Ms. Coleman to elect Mr. McLemore as Chairman. Nomination by Ms. Wedley to elect Mr. Johnson as Chairman. Vote: Mr. McLemore - 2 (Coleman McLemore), Mr. Johnson - 3 (Wedley, Johnson, McNeal).  
Mr. Johnson will serve as the Board Chairman for the year 2018.

Nomination by Mr. Johnson to elect Mr. McNeal as Vice-Chairman. Mr. McNeal declined. Nomination by Mr. McNeal to elect Mr. McLemore as Vice-Chairman. Vote: 5-0.  
Mr. McLemore will serve as the Vice-Chairman for the year 2018.

Nomination by Mr. McNeal to elect Ms. Wedley as TLN Representative. Vote: 5-0  
Ms. Wedley will serve as TLN Representative for the year 2018.

**V. Consent Agenda**

**Motion Passed:** Motion to approve the Consent Agenda as presented passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

**5 Yeas - 0 Nays.**

- |                    |     |
|--------------------|-----|
| Ms. Lori Coleman   | Yes |
| Mr. Terry Johnson  | Yes |
| Mr. Wayne McLemore | Yes |
| Mr. Leon McNeal    | Yes |
| Ms. Valeria Wedley | Yes |

- V.A. December 2017 Bills**
- V.B. December 2017 Financial Report**
- V.C. December 7, 2017 Regular Board Meeting**

**VI. Agenda Approval**

**Motion Passed:** Motion to approve the agenda passed with a motion by Mr. Wayne McLemore and a second by Ms. Lori Coleman.

**5 Yeas - 0 Nays.**

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**VII. Regular Agenda**

**VII.A. 2018 Board Meeting Dates**

**Motion Passed:** Motion to approve the dates changing the March meeting to March 15 passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

**5 Yeas - 0 Nays.**

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**VII.B. 2017 Audit Report**

**Motion Passed:** Motion to accept the 2017 Audit Report as presented passed with a motion by Ms. Valeria Wedley and a second by Mr. Wayne McLemore.

**5 Yeas - 0 Nays.**

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**VII.C. Renovation Funding**

**Motion Failed:** Motion to approve additional funding failed with a motion by Ms. Valeria Wedley and a second by Ms. Lori Coleman.

**2 Yeas - 3 Nays.**

Ms. Lori Coleman	No
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	No
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	No

**VII.D. Superintendent's Report**

- National School Board Appreciation Week
- East Elem. received the Bronze Level for RTI for 2017-18, and Stigall and HJSHS were recognized as Schools of Recognition.
- FAFSA - 100% completed for the class of 2018.
- ACT increased by one point in the ACT composite for students testing on the junior and the retake day.
- ACT Club 21 has 22 members. They have to make a 21 or higher score.
- There were 19 students who received CTE certification.
- Ms. Shivley was recognized for being the state chairperson for the Principal's Study Council and for her school wide scores.
- There were no findings in the Federal monitoring.
- Stigall and the Board office had no findings in their annual audit.
- Band members who made All West were Jamie Gilman and Rachel Shields.
- Parent-Teacher Conference will be Feb. 8th.

**VII.D.1. Personnel Report**

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

**VIII. Citizens Concern**

**IX. Adjournment**

**Motion Passed:** Motion to adjourn passed with a motion by Ms. Lori Coleman and a second by Mr. Terry Johnson.

**5 Yeas - 0 Nays.**

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

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Terry Johnson, Chairman Date

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Dr. Versie Hamlett, Superintendent Date

HUMBOLDT CITY SCHOOLS  
2018-2019 ATTENDANCE CALENDAR

July 26	In-service
July 27	In-service
July 30	In-service
July 31	In-service
August 1	First Day for Students, ½ Day
August 30	Progress Reports Go Out
September 3	Labor Day, No School
October 3	1 <sup>st</sup> Quarter Ends
October 4	Parent-Teacher Conference (3:30-6:30 p.m.)
October 5	Parent-Teacher Conference (9:00 a.m.-12:00 p.m.)
October 8 - 12	Fall Break
November 2	In-service, No School
November 13	Progress Reports Go Out
November 21 - 23	Thanksgiving Break
December 18	½ Day for Students / 2 <sup>nd</sup> Quarter Ends ( <b>Full day for personnel</b> )
December 19 – January 3	Christmas Break
January 3	In-service, No School
January 4	First Day Back for Students – Second Semester
January 17	Parent-Teacher Conference (3:30-6:30 p.m.)
January 17	Report Cards Go Out
January 21	Martin Luther King Day, No School
February 5	Progress Reports Go Out
February 18	Presidents' Day, No School
March 11	3 <sup>rd</sup> Quarter Ends
March 14	Report Cards Go Out
March 25 – March 29	Spring Break
April 18	Progress Reports Go Out
April 19	Good Friday, No School
April 15 – May 3	EOC/TN Ready
May 9 - 10	Strawberry Festival, No School
May 17	Graduation
May 24	Last Day of School ½ Day; 4 <sup>th</sup> Quarter Ends
May 27	Memorial Day
May 28	In-service
May 29	Post Records / Report Cards

**\*All students (Pre-school – 12) begin Wednesday, August 1, 2018.**

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

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

HUMBOLDT CITY SCHOOLS  
2019-2020 ATTENDANCE CALENDAR

July 26	In-service
July 29	In-service
July 30	In-service
July 31	In-service
August 1	First Day for Students, ½ Day
August 30	Progress Reports Go Out
September 2	Labor Day, No School
October 3	1 <sup>st</sup> Quarter Ends
October 3	Parent-Teacher Conference (3:30-6:30 p.m.)
October 4	Parent-Teacher Conference (9:00 a.m.-12:00 p.m.)
October 7 - 11	Fall Break
November 1	In-service, No School
November 13	Progress Reports Go Out
November 27 - 29	Thanksgiving Break
December 20	½ Day for Students / 2 <sup>nd</sup> Quarter Ends ( <b>Full day for personnel</b> )
December 23 – January 3	Christmas Break
January 3	In-service, No School
January 6	First Day Back for Students – Second Semester
January 16	Parent-Teacher Conference (3:30-6:30 p.m.)
January 16	Report Cards Go Out
January 20	Martin Luther King Day, No School
February 4	Progress Reports Go Out
February 17	Presidents' Day, No School
March 9	3 <sup>rd</sup> Quarter Ends
March 12	Report Cards Go Out
March 30 – April 3	Spring Break
April 10	Good Friday, No School
April 17	Progress Reports Go Out
April 13 – May 1	EOC/TN Ready
May 7 - 8	Strawberry Festival, No School
May 15	Graduation
May 21	Last Day of School ½ Day; 4 <sup>th</sup> Quarter Ends
May 22	In-service
May 25	Memorial Day
May 26	Post Records / Report Cards

**\*All students (Pre-school – 12) begin Thursday, August 1, 2019.**

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

**\*December 20 will be ½ day for students & regular day for personnel.** Dismissal at 11:00 a.m. for students.

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <h2 style="text-align: center;">Special Programs</h2>	Descriptor Code: <h3 style="text-align: center;">4.206</h3>	Issued Date:
		Rescinds:	Issued:

1    **REMEDIAL INSTRUCTION**

2    The remedial program shall concentrate mainly on improvement of reading and math skills for the most  
 3    educationally needy students.

4    **HOMEBOUND INSTRUCTION**

5    The homebound instruction program is for students who because of illness or injury are unable to attend  
 6    the regular instructional program.<sup>1</sup>

7    To qualify for this program, a student must have an illness or injury of sufficient seriousness as to  
 8    anticipate that the student will be absent for a minimum of five (5) consecutive school days. The  
 9    student must be certified by a physician as being health-impaired and unable to attend the regular  
 10   instructional program. The services provided the homebound student should reflect capabilities and be  
 11   determined by the homebound instructor, after consultation with appropriate professional staff of the  
 12   student's assigned school.

13   **HOMEBOUND PROGRAM FOR PREGNANT STUDENTS<sup>1,2</sup>**

14   The homebound instruction program for pregnant students shall consist of three (3) hours of instruction  
 15   per week for a period of six (6) weeks. The student's physician shall recommend, in writing, the six (6)  
 16   week period for which the student shall be eligible for homebound instruction.

17   A homebound instruction program for longer than the six (6) week period shall only be provided to a  
 18   student who is certified in writing by her physician as having health complications arising from the  
 19   pregnancy that prevent her from returning to regular classes.

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Legal References

1. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
2. TCA 49-10-1101; TRR/MS 0520-01-02-.10

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Cross References

- Student Communicable Diseases 6.403  
 Acquired Immune Deficiency Syndrome 6.404

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term:  <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date:
		Rescinds:	Issued:

## 1 PROMOTION<sup>1</sup>

2 The director of schools/designee shall promote students to the next grade level based on the successful  
3 completion of required academic work and on the satisfactory progress in each of the relevant  
4 academic areas. However, no student enrolled in the third grade shall be promoted unless the student  
5 has shown a basic understanding of curriculum and the ability to perform the skills required in the  
6 subject of reading as demonstrated by the student's grades or standardized test results. This  
7 requirement shall not apply to students who are participating in a board-approved, research-based  
8 intervention prior to the beginning of the next school year or to students who have an individualized  
9 education program (IEP).<sup>2</sup>

10 Students who have difficulty in achieving the requirements for promotion may be considered for  
11 retention. Factors used to identify students for retention shall include:<sup>2</sup>

- 12 1. The student's ability to perform at the current grade level;
- 13
- 14 2. The results of local or state assessments, if applicable;
- 15
- 16 3. The overall academic achievement of the student;
- 17
- 18 4. The student's chance for success with more difficult material if promoted to the next grade;
- 19
- 20 5. Attendance; and
- 21
- 22 6. Social and emotional maturity.

23 When a student is considered for retention, the student's parent/guardian shall be notified within  
24 fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid  
25 retention. This plan will be provided to the student's parent/guardian.

26 The director shall develop procedures governing how decisions on retention will be made after the  
27 student begins work on his/her individualized promotion plan.

## 28 RETENTION<sup>1</sup>

29 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP  
30 team, such retention is in the best interest of the student. However, a student shall not be retained more  
31 than once in any grade.

1 If a student is retained, the director of schools/designee shall develop an individualized academic  
2 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the  
3 student's parent/guardian within ten (10) days of its development. This plan shall include at least one  
4 of the following strategies:

5 1. Adjustment to the current instructional strategies or materials;

6

7 2. Additional instructional time;

8

9 3. Individual tutoring outside of school hours;

10

11 4. Modification to the student's classroom assignment to ensure the student receives  
12 instruction from a highly effective teacher; or

13

14 5. Attendance or truancy interventions.

15 The director of schools shall develop procedures to ensure proper monitoring of students who are  
16 retained and appropriate recordkeeping.

17 For the purpose of determining the effectiveness of retention toward improving student achievement,  
18 the progress of retained students shall be monitored for at least three (3) years.

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#### Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

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#### Cross References

Credit Recovery 4.210  
Grading System 4.600  
Reporting Student Progress 4.601  
Attendance 6.200  
Student Assignments 6.205

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

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

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

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

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

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

12 *Special Education Diploma*

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

- 15 1. Completed four (4) years of high school;
- 16 2. Made satisfactory progress on their IEP; and
- 17 3. Maintained satisfactory records of attendance and conduct.

18 *Occupational Diploma*

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

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

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

1 Students who have received a special education diploma or an occupational diploma shall continue to  
2 make progress towards a regular high school diploma until the end of the school year in which they turn  
3 twenty-two (22) years old.

#### 4 *Alternate Academic Diploma*

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

- 7 1. Completed at least four (4) years of high school;
- 8 2. Participated in the high school alternate assessments;
- 9 3. Earned the prescribed twenty-two (22) credit minimum;
- 10 4. Made satisfactory progress on their IEP;
- 11 5. Maintained satisfactory records of attendance and conduct; and
- 12 6. Completed a transition assessment that measures postsecondary education and training,  
13 employment, independent living, and community involvement.

#### 14 **STUDENT LOAD**

15 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum  
16 of four (4) units of credit for graduation per semester. Students with hardships and gifted students may  
17 appeal this requirement to the director of schools and then to the board.<sup>6</sup>

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

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

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

- 23 1. Earn the required eighteen (18) credits;
- 24 2. Achieve a benchmark score for each required end-of-course exam;
- 25 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 26 4. Meet the minimum ACT or SAT benchmark score;
- 27 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 28 6. Complete at least two (2) types of the following courses:
  - 29 a. AP;
  - 30 b. IB;
  - 31 c. Dual enrollment; or
  - 32 d. Dual credit.

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

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**Legal References**

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.03(6)
7. TCA 49-6-8303; State Board of Education Policy 2.103

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**Cross References**

Basic Curriculum Program 4.201  
Honor Roll, Awards, & Class Ranking 4.602

# Humboldt City Board of Education

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

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

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

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

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

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

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

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

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**Legal References**

1. TCA 49-6-405
2. TCA 49-2-114
3. 28 CFR § 36.201
4. *Lee v. Weisman*, 505 U.S. 577(1992), 112 S. Ct. 2649, 120 L. Ed. 2d 467 (1992)
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; Public Acts of 2017, Chapter No. 207

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**Cross References**

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

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date:
		Rescinds:	Issued:

## 1 QUALIFICATIONS

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned  
13 by the board. The director of schools may delegate these duties together with appropriate authority but  
14 may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

## 15 ESSENTIAL FUNCTIONS

### 16 General Administrative

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those  
18 board-established priorities.
- 19 2. Prepares and recommends short and long-range plans for board approval and implements those  
20 plans when approved.
- 21 3. Prepares, in conjunction with the board chair, agenda recommendations relative to all matters  
22 requiring board action, including all facts, information, options, and reports needed to assure  
23 informed decisions. Provides advice and counsel to the board on matters before it.
- 24 4. Attends all regular and special meetings of the board and keeps a complete and accurate record  
25 of the proceedings of all meetings of the board and of its official acts.
- 26 5. Recommends drafts of new policies or changes to the board. Anticipates potential problems.  
27 Recommends policies or courses of staff action.

- 1       6. Develops administrative procedures to implement board policy or for the items deemed  
2       necessary for the efficient operation of the schools and disseminates these procedures to  
3       appropriate staff.
- 4       7. Keeps the board informed regarding development in other districts or at state and national levels  
5       that would be helpful to the district.
- 6       8. Ensures that all local, state, and federal standards for the health and safety of the students and  
7       staff are maintained and that required reports are maintained.
- 8       9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and  
9       the rules and regulations of the State Board of Education.<sup>1</sup>

## 10    **Financial Management**

- 11       1. Provides direction to and supervision of school business functions. Encourages development and  
12       implementation of sound business practices. Continually assesses business practices to achieve  
13       efficiency.
- 14       2. Prepares, annually, a budget and submits it to the board for approval. Presents approved budget  
15       to the appropriate local funding body for adoption.
- 16       3. Makes appropriate written reports for the board detailing all receipts and expenditures of the  
17       public school funds and submits them to the local funding body.
- 18       4. Ensures that funds are spent prudently by providing adequate control and accounting of the  
19       district's financial and physical resources.

## 20    **Personnel Administration**

- 21       1. Establishes lines of authority which shall be approved by the board and shown on the system  
22       organization chart. Lines of authority shall not restrict the practical working relationships of all  
23       staff members at all levels.
- 24       2. Employs such personnel as may be necessary within the limits of budgetary provisions and  
25       recommends to the board teachers who are eligible for tenure.
- 26       3. Develops recruitment procedures to assure well-qualified applicants for professional and non-  
27       professional positions.
- 28       4. Assigns and transfers employees as the interest of the district may dictate and reports such action  
29       to the board for information and record.
- 30       5. Holds meetings of teachers and other employees as necessary for the discussion of matters  
31       concerning the welfare and improvement of the schools.
- 32       6. Communicates directly or through delegation all actions of the board relating to personnel  
33       matters to all and receives employees' communications to be made to the board.

- 1           7. Evaluates principals annually.
- 2           8. Informs the Office of Educator Licensing of licensed educators who have been suspended or  
3 dismissed, or who have resigned, following allegations of conduct which, if substantiated, would  
4 warrant consideration for license suspension or revocation. The report shall be submitted within  
5 thirty (30) days of the suspension, dismissal, or resignation.<sup>2</sup>

6   **Instructional Leadership**

- 7           1. Serves as the chief school executive. Ensures the development and maintenance of a positive  
8 educational program designed to meet the needs of the community and to carry out the policies  
9 of the board. Ensures that a system of thorough and efficient education, as defined by state law,  
10 is available to all students.
- 11          2. Recommends to the board for its adoption all courses of study, curriculum guides, and major  
12 changes in tests and time schedules to be used in the schools.
- 13          3. Oversees the timely revisions of all curriculum guides and courses of study.
- 14          4. Develops guidelines and direction for monitoring the effectiveness of existing and new  
15 programs.
- 16          5. Conducts a periodic audit of the total school program and advises the board of recommendations  
17 for the educational advancement of the schools.
- 18          6. Seeks out available sources for grant funding to support programs and projects.
- 19          7. Ensures that the goals of the school system are adequately reflected in its educational program  
20 and operations.

21   **Community/Public Relations**

- 22          1. Promotes community support of the schools. Interprets district programs and services, reports,  
23 plans, events, and activities of interest and solicits community opinions regarding school and  
24 educational issues.
- 25          2. Identifies available community resources and links to social service agencies that support  
26 education and healthy child development.
- 27          3. Develops strategies to promote parental involvement in their student's education and provides  
28 opportunities for parent-teacher interaction.
- 29          4. Maintains contact and good relations with local media. Acts as the board's spokesperson.
- 30          5. Ensures that the district interests will be represented in meetings and activities of municipal and  
31 other governmental agencies.
- 32          6. Represents the school system and its interests in community organizations, activities, and  
33 projects.

- 1 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the board
- 2 and the director of schools. Salary to be determined by the board.
- 3 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
- 4 and the board's policy on evaluation of the director of schools.
- 5 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
- 6 level of work being performed by the person assigned to this position. They are not intended to be a
- 7 complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2)

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Cross References

Evaluation of the Director of Schools 5.803

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date:
		Rescinds:	Issued:

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance  
6 requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying for new or  
9 reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
11 withdraws from school.<sup>2</sup>

13 Student attendance records shall be given the same level of confidentiality as other student records. Only  
14 authorized school officials with legitimate educational purposes may have access to student information  
15 without the consent of the student or parent/guardian.<sup>3</sup>

16 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
17 Excused absences shall include:<sup>4</sup>

- 18 1. Personal illness/injury;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family;
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;<sup>5</sup>
- 23 6. College visits;
- 24 7. Pregnancy;

- 1 8. School sponsored or school endorsed activities;<sup>6</sup>
- 2 9. Summons, subpoena, or court order; or
- 3
- 4 10. Circumstances which in the judgment of the principal create emergencies over which the
- 5 student has no control.

6 The principal shall be responsible for ensuring that:<sup>7</sup>

- 7 1. Attendance is checked and reported daily for each class;
- 8
- 9 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 10 for the majority of the day;
- 11 3. All student absences are verified;
- 12 4. Written excuses are submitted for absences and tardiness; and
- 13 5. System-wide procedures for accounting and reporting are followed.

## 14 **TRUANCY**

### 15 *General*

16 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted  
17 present. Students receiving special education services may attend part-time days, alternating days, or for  
18 a specific amount of time as indicated in their Individualized Education Plan.<sup>8</sup>

19 If a student is required to participate in a remedial instruction program outside of the regular school day  
20 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences  
21 from these programs shall be reported in the same manner.<sup>9</sup>

22 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
23 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
24 absence. The director of schools/ designee shall also comply with state law regarding the reporting of  
25 truant students to the proper authorities. If a student accumulates a total of five (5) unexcused absences,  
26 then he/she is subject to referral to juvenile court.<sup>7</sup>

27 The director of schools/designee shall develop appropriate administrative procedures to implement this  
28 policy.

### 29 *Progressive Truancy Intervention Plan*<sup>10</sup>

30 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention  
31 framework outlined below.

## 1 Tier I

- 2 1. A conference with the student and the student's parent/guardian;
- 3
- 4 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and
- 5 an attendance officer. The contract shall include:
- 6
- 7 a. A specific description of the school's attendance expectations for the student;
- 8 b. The period for which the contract is effective. The term of the contract must not exceed
- 9 ninety (90) school days or continue beyond the last day of the semester, whichever comes
- 10 first; and
- 11 c. Penalties for additional absences and alleged school offenses, including additional
- 12 disciplinary action and potential referral to juvenile court; and
- 13
- 14 3. Regularly scheduled follow-up meetings to discuss the student's progress.

15 If the student accumulates additional unexcused absences in violation of the attendance contract, he/she  
16 shall be subject to the additional intervention tiers.

17 **The progressive truancy interventions must include two additional tiers. The new law, Public**  
18 **Chapter 379, gives the board some discretion as to what these two additional tiers will include and**  
19 **how they will be organized. The provision regarding the individualized assessment must be present**  
20 **in one of these additional tiers. Below is an example of what these additional tiers could look like.**

## 21 Tier II

22 An individualized assessment by a school employee of the reasons a student has been absent from school.  
23 This may result in referral to counseling, community-based services, or other services to address the  
24 student's attendance problems.

## 25 Tier III

26 **The new law lists the following options that could be included in additional tiers: school based**  
27 **community service, participation in a restorative justice program, referral to a school-based teen**  
28 **court, and Saturday courses designed to improve attendance and behavior.**

## 29 MILITARY SERVICE OF PARENT/GUARDIAN

30 School principals shall provide students with a one-day excused absence prior to the deployment of and  
31 a one-day excused absence upon the return of a parent or custodian serving active military service.

32 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
33 parent/guardian during a deployment cycle. The student shall provide documentation to the school as  
34 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork  
35 missed during these absences.<sup>11</sup>

**1 MAKE-UP WORK**

2 Make-up work must be made up and turned in by the end of the second school day after the student  
3 returns to school. In the case of consecutive days absences, one day per each day may be added to the  
4 allowed time for make-up work to be turned in.

**5 STATE-MANDATED ASSESSMENT**

6 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or  
7 must have been given an excused release by the principal prior to testing to receive an excused  
8 absence. Students who have excused absences will be allowed to take a make-up exam. Excused  
9 students will receive an incomplete in the course until they have taken the EOC exam.

10 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
11 be averaged into their final grade.

**12 CREDIT/PROMOTION DENIAL**

13 Credit/promotion denial determinations may include student attendance, however, student attendance  
14 may not be the sole criterion.<sup>12</sup> If attendance is a factor, prior to credit/promotion denial, the following  
15 shall occur:

- 16 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
17 denial due to excessive absenteeism.
- 18 2. Procedures in due process are available to the student when credit or promotion is denied.  
19

**20 DRIVER'S LICENSE REVOCATION<sup>2</sup>**

21 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
22 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

23 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
24 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

**25 ATTENDANCE HEARING<sup>13</sup>**

26 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
27 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
28 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
29 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
30 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
31 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
32 Upon notification of the attendance committee decision, the principal shall send written notification to  
33 the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding  
34 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to  
35 appeal such action within two (2) school days to the director of schools/designee.

- 1 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 2 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 3 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
- 4 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
- 5 The action of the board shall be final.
- 6 The director of schools/designee shall ensure that this policy is posted in each school building and
- 7 disseminated to all students, parents, teachers, and administrative staff.

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 Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2017, Chapter No. 379
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2017, Chapter No. 379
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

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 Cross References

Extracurricular Activities 4.300  
 Interscholastic Athletics 4.301  
 Field Trips/Excursions/Competitions 4.302  
 Reporting Student Progress 4.601  
 Promotion and Retention 4.603  
 Recognition of Religious Beliefs, Customs & Holidays 4.803  
 Voluntary Pre-K Attendance 6.2011  
 Students in Foster Care 6.505  
 Student Records 6.600

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Alternative School Programs</b>	Descriptor Code: <b>6.319</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The board shall operate an alternative school program for students in grades seven through twelve (7-  
3 12) who have been suspended or expelled from regular school programs.<sup>1</sup>

4 Alternative school programs shall be operated in accordance with state laws and the rules of the State  
5 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the  
6 instructional programs at the student's home school.<sup>2</sup>

7 The director of schools shall develop procedures that provide appropriate educational opportunities for  
8 all students assigned to an alternative education program. These educational opportunities shall utilize  
9 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based  
10 instructional techniques, and provide the resources necessary to foster student learning and  
11 achievement.<sup>3</sup>

12 Annually, the director of schools/designee shall submit the following information to the Department of  
13 Education:<sup>3</sup>

- 14 1. Alternative school(s) or program(s) currently in operation in the district;
- 15 2. Number and grade level of students served in an alternative education program;
- 16 3. Primary reason for student assignment to an alternative education program; and
- 17 4. Number of faculty and staff serving each alternative education program.

21 **ASSIGNMENT<sup>3</sup>**

22 Prior to the assignment of the student to an alternative school program, the director of schools/designee  
23 shall provide written notice to the student's parent/guardian stating the reason for the student's  
24 placement.

25 Placement in an alternative education setting shall be reserved for students who significantly disrupt  
26 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
27 suspected of having a disability, all state and federal laws, rules, and regulations related to special  
28 education shall be followed. The director of schools/designee shall develop procedures regarding  
29 placement of students in the program, taking in to consideration the impact of exclusionary discipline  
30 practices.

1 Attendance in alternative school programs shall be mandatory, and students attending an alternative  
2 school located outside of the school district shall provide their own transportation.

3 The director of schools/designee shall monitor and regularly evaluate the academic progress of each  
4 student enrolled in an alternative education program.

5 **TRANSITION PLANS<sup>3</sup>**

6 The director of schools/designee shall develop procedures regarding the implementation of transition  
7 plans for the integration of students entering and exiting the program.

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Legal References

1. TCA 49-6-3402(a); State Board of Education Policy 2.302
2. TCA 49-6-3402(b); TRR/MS 0520-01-02-.09
3. State Board of Education Policy 2.302

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Cross References

Special Education 4.202  
Suspension/Expulsion/Remand 6.316  
Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Medicines</b>	Descriptor Code: <b>6.405</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 If under exceptional circumstances a child is required to take non-prescription or prescription medication  
2 during school hours and the parent/guardian cannot be at school to administer the medication, only the  
3 principal/designee will assist in self-administration of the medication if the student is competent to self-  
4 administer medicine with assistance in compliance with the following regulations.<sup>1</sup>

5 Written instructions signed by the parent/guardian will be required and will include:

- 6 1. Child's name;
- 7 2. Name of medication;
- 8 3. Name of physician;
- 9 4. Time to be self-administered;
- 10 5. Dosage and directions for self-administration (non-prescription medicines must have label  
11 direction);
- 12 6. Possible side effects, if known; and
- 13 7. Termination date for self-administration of the medication.

14 The medication must be delivered to the principal's office in person by the parent/guardian of the student  
15 unless the medication must be retained by the student for immediate self-administration (i.e. students  
16 with asthma).

17 The administrator/designee will:

- 18 1. Inform appropriate school personnel of the medication to be self-administered;
- 19 2. Keep written instructions from parent/guardian in student's record;
- 20 3. Keep an accurate record of the self-administration of the medication;
- 21 4. Keep all medication in a locked cabinet except medication retained by a student per physician's  
22 order;
- 23 5. Return unused prescription to the parent/guardian only; and
- 24 6. Ensure that all guidelines developed by the Department of Health and the Department of  
25 Education are followed.

26 The parent/guardian is responsible for informing the designated official of any change in the student's  
27 health or change in medication.

1 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term  
2 administration of medication.

### 3 **BLOOD GLUCOSE SELF-CHECKS<sup>2</sup>**

4 Upon written request of a parent/guardian, and if included in the student's medical management plan and  
5 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood  
6 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,  
7 including sharps. The student shall be permitted to perform the testing in any area of the school or school  
8 grounds at any time necessary.

9 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of  
10 such sharps is appropriate.

11 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee  
12 Occupational Safety and Health Administration (TOSHA).

### 13 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS<sup>3</sup>**

14 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage  
15 their prescribed medication in a manner directed by a licensed healthcare provider without additional  
16 assistance or direction. The director of schools shall develop procedures for the development of an IHP  
17 for every student that wishes to self-administer.

### 18 **STUDENTS WITH ADRENAL INSUFFICIENCY<sup>4</sup>**

19 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of  
20 the student's diagnosis. Once notified, the district shall observe the following procedure:

- 21 1. The district shall train school personnel who will be responsible for administering the  
22 medication for the treatment of adrenal insufficiency and any who volunteer to administer the  
23 medication.  
24
- 25 2. The district shall maintain a record of all school personnel who have completed this training.  
26
- 27 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care  
28 professional may administer the prescribed medication to the student. If a school nurse or other  
29 licensed health care professional is not immediately available, trained school personnel may  
30 administer the prescribed medication.

31 The director of schools shall develop procedures on the administration of medications that treat adrenal  
32 insufficiency and recordkeeping per rules set forth by the State Board of Education.

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Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205

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Cross References

Emergency Allergy Response Plan 6.412

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure  
3 locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> School nurses and  
4 other school personnel expected to provide emergency care to students shall be trained according to the  
5 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may  
6 utilize the school's supply of opioid antagonists to respond to a drug overdose, under a standing  
7 protocol from a physician.

8 **PARENTAL NOTIFICATION**

9 The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
10 has been administered.

11 **PROCEDURES**

12 The director of schools shall develop procedures for the maintenance and usage of opioid antagonists  
13 as well as procedures regarding record keeping and reporting after any incident.

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Legal References

1. State Board of Education Policy 4.205