

**School Board Meeting  
July 12, 2018 6:30 PM  
HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
  - A. June 2017 Bills
  - B. June 2017 Financial Report
  - C. June 7, 2018 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
  - A. Approval of HJSHS Gym Dedication to Coach Thomas R. Boykin
  - B. Computer Bids
  - C. 2018 Fall District Meeting
  - D. 2018 TSBA Leadership Conference & Convention
  - E. Board Policy Update 6.200 Attendance - 2nd Reading
  - F. Board Policy Updates - 1st Reading
    - 1. 3.600 Insurance Management
    - 2. 4.608 Transcript Alteration
    - 3. 4.700 Testing Programs
    - 4. 5.106 Application Employment and 5.118 Background Investigations
    - 5. 5.203 Recommendations and File Transfers
    - 6. 5.305 Family and Medical Leave Act
    - 7. 5.802 Qualifications and Duties of the Director of Schools
    - 8. 6.300 Code of Conduct and 6.309 Zero Tolerance Offenses
    - 9. 6.314 Corporal Punishment
    - 10. 6.409 Child Abuse and Neglect
  - G. Superintendent's Report
    - 1. Personnel Report
- VI. Citizens Concern
- VII. Adjournment

**School Board Meeting**  
June 07, 2018 6:30 PM  
HJSHS Library

**Attendance Taken at 6:29 PM:**

Present Board Members:

Ms. Lori Coleman  
Mr. Terry Johnson  
Mr. Wayne McLemore  
Mr. Leon McNeal

Absent Board Members:

Ms. Valeria Wedley

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 Ms. Lori Coleman and a second by Mr. Wayne McLemore.

**4 Yeas - 0 Nays.**

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

**III.A. May 2018 Bills**

**III.B. May 2018 Financial Report**

**III.C. May 17, 2018 Regular Board Meeting**

**IV. Agenda Approval**

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

**4 Yeas - 0 Nays.**

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

**V. Regular Agenda**

**V.A. 2017-2018 Budget Amendments**

**Motion Passed:** Motion to approve the 2017-18 Budget Amendments for General Fund and Food Service passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

**4 Yeas - 0 Nays.**

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

**V.B. 2018-2019 Non-Licensed Salary Scale**

**Motion Passed:** Motion to approve the 2018-2019 Non-Licensed Salary Scale with a 2% raise passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

**4 Yeas - 0 Nays.**

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

**V.C. 2018-2019 Licensed Salary Scale**

**Motion Passed:** Motion to approve the 2018-2019 Licensed Salary Scale with a 2% raise passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

**4 Yeas - 0 Nays.**

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

**V.D. 2018-2019 Food Service Budget**

**Motion Passed:** Motion to approve the 2018-2019 Food Service Budget passed with a motion by Mr. Leon McNeal and a second by Ms. Lori Coleman.

**4 Yeas - 0 Nays.**

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

**V.E. Board Policy Amendment 6.200 Attendance**

Board Policy 6.200 Attendance was presented for the first reading.

**V.F. Superintendent's Evaluation Report**

Mr. Johnson, Board Chairman, reported that Dr. Hamlett's evaluation score was above expectations.

**V.G. Superintendent's Report**

- Summer Feed Report by Ginny Hatch, Food Service Director.
- Introduction of the new Principals at Stigall, East Elementary and HJSHS.

**V.G.1. Personnel Report**

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

**VI. Citizens Concern**

**VII. Adjournment**

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

**4 Yeas - 0 Nays.**

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

\_\_\_\_\_  
Terry Johnson, Chairman Date

\_\_\_\_\_  
Dr. Versie Hamlett, Superintendent Date



## *Humboldt City Schools*

### **Board of Education**

2602 Viking Drive  
Humboldt, Tennessee 38343  
Phone 731-784-2652 • Fax 731-784-2480

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**Date:** 7/2/18  
**To:** Dr. Versie Hamlett, Superintendent  
**From:** Wayne Sheehan, Technology Director  
**RE:** Computer Bids 2018-19

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On June 28, 2018, bid openings were held for desktop, laptops, teacher lease, and student lease devices. The following vendors provided bids:

**1. Laptops**

**BGC Systems                      \$ 1,128.00**

**2. Desktops**

**BGC Systems                      \$ 839.00**

**3. Teacher Lease**

**BGC Systems                      \$ 361.71 per year per device**

**4. Student Lease**

**BGC Systems                      \$ 226.07 per year per device**

**I recommend that we accept the bid for all equipment from BGC Systems for all products.**

Bids were emailed to 13 companies who contacted me about sending them bid specs. Only one submitted a bid.



**Fall District Meeting  
Agenda**

- |           |   |   |
|-----------|---|---|
| 4:30 p.m. | Registration  |   |
| 5:00 p.m. | Welcome<br>- Roll Call of Boards<br>- 100 % Boards<br>- Introduction of Guests  | TSBA District Director  |
| 5:10 p.m. | I Wish The General Assembly Would...  | Ben Torres,<br>TSBA Deputy General Counsel<br>& Director of Government<br>Relations |
| 5:40 p.m. | The Role & Responsibilities of the<br>Board & Superintendent  | Randall Bennett,<br>TSBA Deputy Executive Director<br>& General Counsel             |
| 6:00 p.m. | The Board's Role In School Safety   | Randall Bennett   |
| 6:25 p.m. | OPEB Liability: What You Need To Know   | Dr. Tammy Grissom,<br>TSBA Executive Director                                       |
| 6:30 p.m. | Share The Success Session:<br>New, Innovative Programs In 2017-2018   | Dr. Tammy Grissom   |
| 6:45 p.m. | Dinner<br>• Student Recognition Award<br>• School Volunteer Recognition Award<br>• Levels I, II, III and IV Boardmanship Awards<br>• Recognition of Boards of Distinction<br>and Master School Board Members<br>• District Director Elections in Northwest,<br>Northeast, and Southwest Districts |   |
| 7:40 p.m. | Wrap up and Evaluations   |   |
| 7:45 p.m. | Adjourn   |   |

# 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. The Director of Schools/designee shall develop appropriate administrative  
3 procedures to implement this policy.

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

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

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

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

- 19 1. Personal illness/injury;
- 20 2. Illness of immediate family member;
- 21 3. Death in the family;
- 22 4. Extreme weather conditions;
- 23 5. Religious observances;<sup>5</sup>
- 24 6. College visits;
- 25 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 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that  
17 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled  
18 school day in order to be counted present. Students may attend part-time days, alternating days, or for a  
19 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
20 considered present for school attendance purposes.<sup>8</sup> If a student is required to participate in a remedial  
21 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)  
22 and the school system provides transportation, unexcused absences from these programs shall be  
23 reported in the same manner.<sup>9</sup>

24 A student who is absent five (5) days without adequate excuse shall be reported to the Director of  
25 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
26 absence. If a parent does not provide documentation within adequate time excusing those absences, or  
27 request an attendance hearing, then the Director of Schools shall implement the progressive truancy  
28 intervention plan described below prior to referral to juvenile court.

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

30 Prior to referral to juvenile court, the following progressive truancy intervention plan will be  
31 implemented.

### 32 **Tier I**

33 Tier I of the progressive truancy intervention plan shall include the following:

- 1 1. A conference with the student and the student's parent(s)/guardian(s);
- 2
- 3 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
- 4 and an attendance supervisor or designee. The contract shall include:
- 5
- 6 a. A specific description of the school's attendance expectations for the student;
- 7 b. The period for which the contract is effective; and
- 8 c. Penalties for additional absences and alleged school offenses, including additional
- 9 disciplinary action and potential referral to juvenile court; and
- 10
- 11 3. Regularly scheduled follow-up meetings to discuss the student's progress.

## 12 Tier II

13 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,

14 the student will be subject to Tier II.

15 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a

16 student has been absent from school. The employee may refer the student to counseling, community-

17 based services, or other services to address the student's attendance problems.

## 18 Tier III

19 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

20 These interventions shall be determined by a team formed at each school. The interventions shall

21 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director

22 of Schools/designee.

## 23 MILITARY SERVICE OF PARENT/GUARDIAN

24 School principals shall provide students with a one-day excused absence prior to the deployment of and

25 a one-day excused absence upon the return of a parent or custodian serving active military service.

26 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a

27 parent/guardian during a deployment cycle. The student shall provide documentation to the school as

28 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork

29 missed during these absences.<sup>11</sup>

## 30 MAKE-UP WORK

31 Make-up work must be made up and turned in by the end of the second school day after the student

32 returns to school. In the case of consecutive days absences, one day per each day may be added to the

33 allowed time for make-up work to be turned in.

**1 STATE-MANDATED ASSESSMENT**

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

6 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be  
7 averaged into their final grade.

**8 CREDIT/PROMOTION DENIAL**

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

- 12 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of  
13 credit/promotion denial due to excessive absenteeism.
- 14  
15 2. Procedures in due process are available to the student when credit or promotion is denied.

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

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

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

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

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

33 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

- 1 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's  
 2 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
 3 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.  
 4 The action of the Board shall be final.
- 5 The Director of Schools/designee shall ensure that this policy is posted in each school building and  
 6 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 2018, Chapter No. 958
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 2018, Chapter No. 958
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

- School Calendar 1.800
- 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 October</b>	Descriptor Term: <b>Insurance Management</b>	Descriptor Code: <b>3.600</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The insurance program shall provide coverages in a minimum of the following broad categories:

- 3 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious  
4 mischief, boiler and machinery explosion, and vehicles;
- 5 2. Liability: Board members, Director of Schools, and employees resulting from discharging their  
6 duties, and students participating in work-based learning;<sup>1</sup>
- 7 3. Workers' compensation; and
- 8 4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.

9 The Director of Schools shall continually review the insurance program to ensure that adequate  
10 protection is being provided at a reasonable price.

## 11 **GROUP HEALTH**

12 The Board may provide group health insurance for all full-time employees.<sup>2</sup> The Director of Schools,  
13 after consultation with personnel, shall recommend carriers of insurance for programs in which the  
14 Board makes partial or full payments. The Board shall approve all insurance carriers.

15 The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected  
16 information.<sup>3</sup>

## 17 **ANNUITIES<sup>4</sup>**

18 Board-approved companies for tax-sheltered annuities shall include all companies presently having  
19 contracts with employees.

20 The addition of a company to the list of Board-approved companies shall be considered on written  
21 request of agents of the company.

22 Written request for a change in annuity deductions shall be reported to the payroll office on or before  
23 the first day of the month in which such change is to be effective.

## 24 **RETIREES**

- 1 The Humboldt City School System offers a post-retirement benefit to professional personnel to help
- 2 pay the cost of health insurance at retirement. This section shall only apply to retirees and employees
- 3 who were employed by an LEA within Tennessee prior to July 1, 2015.

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Legal References

1. Public Acts of 2018, Chapter No. 991
2. TCA 49-2-209
3. 45 CFR § 164.306, 164.316
4. TCA 49-2-208

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Cross References

Payroll Procedures 2.802  
Work-Based Learning 4.211

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Transcript Alterations</b>	Descriptor Code: <b>4.608</b>	Issued Date:
		Rescinds:	Issued:

- 1 Any student transcript alteration shall be supported by documentation.<sup>1</sup> This documentation shall
- 2 include the reason for the transcript alteration and evidence that the student earned the grade reflected
- 3 in the altered transcript.
  
- 4 Humboldt City Schools shall not retaliate against an employee who brings unauthorized transcript
- 5 alterations to the attention of school officials.<sup>1</sup>
  
- 6 The Director of Schools shall develop procedures to implement this policy.

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Legal References

1. Public Acts of 2018, Chapter No. 557

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Cross References

Grading System 4.600

# 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</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.<sup>2</sup>

21 The Director of Schools shall be responsible for planning and implementing the program, which  
22 includes:

- 23 1. Determining specific purposes for each test;
- 24
- 25 2. Selecting the appropriate test to be given;
- 26
- 27 3. Establishing procedures for administering the tests;
- 28
- 29 4. Making provisions for interpreting and disseminating the results;
- 30
- 31 5. Maintaining testing information in a consistent and confidential manner; and
- 32

1 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special  
2 learning program might be necessary.

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

## 5 **WEIGHTING TCAP SCORES**

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

- 7 a) Grades 3-5 – 25 % of the final nine weeks' average for the year.
- 8 b) Grades 6-8 – 25 % of the final nine weeks' average for the year.
- 9 c) Grades 9-12 – 25 % of the final nine weeks' average for fall and spring EOC.

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

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

## 13 **TESTING INFORMATION AND PARENTAL CONSENT**

14 Any test directly concerned with measuring student ability or achievement through individual or group  
15 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
16 of the system without first obtaining written consent of the parent(s)/guardian(s).<sup>2</sup>

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

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

- 22 1. The name of the test;
- 23
- 24 2. The purpose and use of the test;
- 25
- 26 3. The grade or class in which the test will be administered;
- 27
- 28 4. The tentative date or dates that the test will be administered;
- 29
- 30 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results  
31 of the test;
- 32

- 1 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
- 2 required tests; and
- 3
- 4 7. If a board mandated test, how the test complements and enhances student instruction and
- 5 learning and how it serves a purpose distinct from state-required tests.
- 6 Testing information shall also be placed in student handbooks or other school publications that are
- 7 provided to parent(s)/guardian(s) on an annual basis.

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#### Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(8); TRR/MS 0520-01-03-.06(1)(c)
4. TCA 49-1-617; Public Acts of 2018, Chapter No. 817
5. TRR/MS 0520-01-03-.06(1)(c)(2); State Board of Education Policy 2.103; Public Acts of 2018, Chapter No. 817
6. TCA 10-7-504
7. TCA 49-6-6007; State Board of Education Policy 2.103

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#### Cross References

Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date:
		Rescinds:	Issued:

## 1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed  
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require  
4 criminal history background checks and fingerprinting of applicants for teaching positions and any  
5 other positions that require proximity to children.<sup>1</sup> If applying for a teaching position, the Director of  
6 Schools shall also check the applicant's license status in the State Board of Education's database to  
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.<sup>2</sup>

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
10 prosecution.<sup>3</sup>

11 Any costs incurred by the Tennessee Bureau of Investigation to perform these background checks and  
12 fingerprinting shall be paid by the applicant. The Board shall not reimburse the applicant if the  
13 applicant accepts a position as a teacher, school maintenance employee, food service employee,  
14 transportation employee or any other non-certified position. Substitute teachers shall not be  
15 reimbursed for drug screening, criminal history checks and fingerprinting.

### 16 *Professional Employees*

17 The application shall include a transcript of credits earned at the colleges or universities attended along  
18 with references from persons such as previous employers, college professors, and supervisors of  
19 student teachers. Other information shall include whether such applicant has been dismissed for cause  
20 from a school system.<sup>5</sup> If previously employed by a local board of education, the applicant shall  
21 provide evidence of acceptable resignation.

22 No person shall be employed:

- 23 1. Who does not hold a valid license to teach from the State Board of Education;<sup>6</sup>
- 24 2. Who has been identified by the Department of Children's Services as a perpetrator of child  
25 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate  
26 threat to the health, safety, or welfare of children;<sup>7</sup>
- 27 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
28 of Health;<sup>7</sup>
- 29 4. Who does not present a physician's certificate showing a satisfactory health record or has any  
30 contagious or communicable disease in such form that might endanger the health of school  
31 children;<sup>8</sup>

- 1 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
- 2 Tennessee and of the United States of America;<sup>9</sup>
- 3 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 4 employment for cause; or
- 5 7. Who does not receive a satisfactory background check.<sup>10</sup>

#### 6 *Support Employees*

7 No person shall be employed:

- 8 1. Who has any contagious or communicable disease in such form that might endanger the health
- 9 of the children;<sup>8</sup>
- 10 2. Who has been identified by the Department of Children's Services as a perpetrator of child
- 11 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
- 12 threat to the health, safety, or welfare of children;<sup>7</sup>
- 13 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 14 of Health;<sup>7</sup>
- 15 4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>
- 16 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 17 employment for cause; or
- 18 6. Who does not receive a satisfactory background check.<sup>10</sup>

### 19 **EMPLOYMENT**

#### 20 *Professional Employees*

21 After checking references and receiving written recommendations, the Director of Schools shall hire

22 and assign qualified applicants.

#### 23 *Initial Employment*

24 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and

25 conditions of employment. Upon receipt of employment notification, such person shall have fourteen

26 (14) days to accept or reject, in writing, the offered employment.<sup>1</sup> From the date of the written

27 acceptance, such person is considered to be under employment with the system and is subject to all

28 rights, privileges, and duties.

#### 29 *Support Employees*

30 After checking references and receiving written recommendations from principals and/or supervisors,

31 the Director of Schools shall hire and assign qualified applicants.

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**Legal References**

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. Public Acts of 2018, Chapter No. 1006
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

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**Cross References**

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Qualifications and Duties of the Director of Schools 5.802

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Background Investigations</b>	Descriptor Code: <b>5.118</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.<sup>1</sup>

3 The Director of Schools/designee shall develop any necessary corresponding procedures.

## 4 **APPLICANTS AND EMPLOYEES**

5 To ensure the safety and welfare of students and staff, the district shall require criminal history  
6 background checks and fingerprinting of applicants for teaching positions and any other positions that  
7 require proximity to children. Further, applicants who (1) have been identified by the Department of  
8 Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child  
9 neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are  
10 listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall  
11 not be employed.<sup>2</sup> Any costs incurred to perform these background checks and fingerprinting shall be  
12 paid by the applicant. The Board shall not reimburse the applicant if the applicant accepts a position as  
13 a teacher, school maintenance employee, food service employee, transportation employee or any other  
14 non-certified position. Substitute teachers shall not be reimbursed for any costs incurred for  
15 background checks and fingerprinting.

16 Background checks shall be required of these employees at least once every five (5) years after the date  
17 of hire.<sup>1</sup>

## 18 **USE AND DISSEMINATION**

19 Fingerprints or other approved forms of positive identification shall be submitted with all requests for  
20 criminal history record checks for non-criminal justice purposes.<sup>4</sup> The Director of Schools shall ensure  
21 the Originating Agency Identifier number is on file at all times.

22 Tennessee and FBI Criminal History Record Information ("CHRI") obtained by the district shall be  
23 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered  
24 confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall  
25 only be accessed by authorized personnel in the performance of their duties and shall never be released  
26 to the public.

27 All persons directly associated with the accessing, maintaining, processing, dissemination, or  
28 destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially  
29 trained on the subject. The training shall provide those with access to CHRI with a working knowledge  
30 of federal and state regulations and laws governing the security and processing of criminal history

1 information. The Director of Schools is responsible for ensuring that authorized personnel receive such  
2 training within sixty (60) days of employment or job assignment and every three (3) years.

### 3 **RETENTION AND SECURITY**

4 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas  
5 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the  
6 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The  
7 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,  
8 and/or destroy CHRI.

### 9 **DISPOSAL OF CHRI**

10 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods  
11 rendering the information unreadable. Record destruction shall be conducted under the supervision of  
12 the Director of Schools.

### 13 **MISUSE**

14 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and  
15 including termination. Any employee with knowledge of misuse shall immediately report a violation to  
16 the Director of Schools.  
17

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#### Legal References

1. Public Acts of 2018, Chapter No. 1006
2. TCA 49-5-406(a)(1); TCA 49-5-403;  
TCA 49-5-413(a)(2), (e)
3. TCA 49-5-413(c)
4. 34 USCA § 40316

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#### Cross References

Application and Employment 5.106

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	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.<sup>1</sup>

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 Neither the district nor the Board shall enter into, or require a current or former employee to enter into,  
20 a non-disclosure agreement during a settlement for any act of sexual misconduct.<sup>1</sup>

21 The Director of Schools shall develop administrative procedures to enforce this policy and comply  
22 with federal and state law.

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#### Legal References

1. 20 USCA § 7926; Public Acts of 2018, Chapter No.  
938

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#### Cross References

Application and Employment 5.106  
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 January</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <a href="#">Click here to enter a date</a>
		Rescinds:	Issued:

## 1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who  
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for  
4 service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve-month period shall be eligible to  
5 use FMLA leave.<sup>2</sup>

## 6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed  
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the  
14 essential functions of his or her job position;
- 15
- 16 4. The care of a spouse, child, parent, or next of kin of the employee who has a serious health  
17 condition; and
- 18
- 19 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the  
20 employee is on covered active duty or has been notified of an impending call or order to  
21 covered active duty in the Armed Forces.

22 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of  
23 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use  
24 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of  
25 FMLA leave.

## 26 MATERNITY/PATERNITY LEAVE

- 27 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act-* FMLA leave shall run  
28 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible  
29 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,  
30 childbirth, and nursing of a newborn child.<sup>3</sup>
- 31

1 2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity leave shall be  
2 allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity  
3 leave purposes. In order to be eligible to use sick leave, written request of the teacher  
4 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.  
5 Upon verification by a written statement from an adoption agency or other entity handling an  
6 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both  
7 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled  
8 to use such leave.<sup>4</sup>

9  
10 Spouses who are both eligible employees of the school district are limited to a combined total of  
11 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken  
12 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,  
13 or to care for a parent who has a serious health condition. Under certain circumstances, spouses  
14 who share leave for the birth or adoption of a child may be eligible for limited amounts of  
15 additional leave for other qualifying FMLA reasons.<sup>5</sup>

## 16 **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>**

17 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she  
18 is unable to work because of a serious health condition or to care for an immediate family member with  
19 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal  
20 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies  
21 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave  
22 is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either  
23 the same or next business day.

## 24 **LEAVE FOR MILITARY FAMILY MEMBERS**

25 1. *Qualifying Exigency Leave<sup>7</sup>* - Eligible employees are entitled to up to twelve (12) workweeks  
26 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,  
27 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been  
28 notified of an impending call to active duty, or has been notified of an impending call to active  
29 duty status in the Armed Forces. Qualifying exigencies may include:

- 30 a. Issues arising from the service member's short notice deployment;
- 31 b. Military events and related activities (e.g. official ceremonies, support programs);
- 32 c. Making or updating financial and legal arrangements;
- 33 d. Attending counseling;
- 34 e. Taking up to fifteen (15) days leave to spend time with a covered service member who  
35 is on short-term rest and recuperation leave during deployment; or
- 36 f. Attending post-deployment activities.

37  
38  
39 2. *Military Caregiver Leave<sup>8</sup>*- An eligible employee who is the spouse, son, daughter, parent, or  
40 next of kin of a covered service member or covered veteran with a serious injury or illness is  
41 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A  
42 covered service member is a current member of the Armed Forces, including a member of the  
43 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

1 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious  
2 injury or illness.

3  
4 A covered veteran is an individual who was a member of the Armed Forces at any time during  
5 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy  
6 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or  
7 therapy.

8  
9 The calculation of this five (5) year period shall not include the interval of October 28, 2009  
10 through March 8, 2013. The "single twelve (12) month period" for military caregiver leave begins  
11 on the first day the employee takes leave for this reason and ends twelve (12) months later. An  
12 eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide  
13 care for a covered service member. The maximum of twenty-six (26) workweeks may include no  
14 more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child,  
15 for the placement of a child for adoption or foster care, for care of a parent who has a serious  
16 health condition, or for the employee's own serious health condition.

## 17 **INTERMITTENT LEAVE<sup>9</sup>**

18 Eligible employees may take FMLA leave intermittently when medically necessary to care for a  
19 seriously ill family member, because of the employee's own serious health condition, or for the care for  
20 a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee  
21 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater  
22 than 20% of the total number of working days in the period during which the leave would extend, the  
23 school district may require that such employee elect either to take the leave for periods of a particular  
24 duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an  
25 available alternative position offered by the school district for which the employee is qualified and that  
26 has equivalent pay and benefits and better accommodates recurring periods of leave.

## 27 **RESTRICTIONS**

### 28 1. Notice Requirements

- 29  
30 a. *Employee Notice*<sup>10</sup>- For foreseeable leave, the employee shall provide the Director of  
31 Schools with at least thirty (30) days written notice before the beginning of the anticipated  
32 leave.  
33  
34 b. *District Notice*- Once it has been established that the leave requested qualifies for  
35 FMLA, the Director of Schools/designee shall notify the employee within three (3)  
36 business days (absent extenuating circumstances) that any leave taken pursuant to state  
37 leave statutes (paid vacation leave, personal leave, sick leave, or workers'  
38 compensation) shall run concurrently with FMLA leave.<sup>11</sup> The notice may be given  
39 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
40 the following pay day.<sup>12</sup>

### 41 2. Certification Requirement<sup>13</sup>

- 1 a. The Director of Schools may require that a request for leave be supported by  
2 certification issued by a health care provider with the following information:  
3  
4 i. The date on which the serious health condition commenced;  
5 ii. The probable duration of the condition;  
6 iii. The appropriate medical facts within the knowledge of the health care provider  
7 regarding the condition; and  
8 iv. A statement that the eligible employee is needed to care for the son, daughter,  
9 spouse, or parent and an estimate of the amount of time that such employee is  
10 needed.
- 11  
12 b. If there is any reason to doubt the validity of the certification provided, the Director of  
13 Schools may require, at the expense of the school district, an opinion of a second health  
14 care provider.
- 15  
16 3. Period Near the End of an Academic Term (Professional Employees)<sup>14</sup>  
17  
18 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of  
19 Schools may require the employee to continue taking leave until the end of the term if  
20 the leave is at least three (3) weeks of duration and the return of employment would  
21 occur during the three (3) week period before the end of the term.  
22  
23 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools  
24 may require the employee to continue taking leave until the end of the term if the leave  
25 is greater than two (2) weeks duration and the return to employment would occur during  
26 the two (2) week period before the end of the term.

### 27 **REQUIREMENTS OF THE BOARD**<sup>15</sup>

- 28 1. The employee shall be restored to the same position of employment or an equivalent position  
29 with no loss of benefits, pay, or other terms of employment.
- 30 2. The employee shall be kept under any group health plan for the duration of the leave.
- 31 3. The Board may recover the premium paid under the following conditions:  
32  
33 a. The employee fails to return from leave after the period of leave has expired; and  
34 b. The employee fails to return to work for a reason other than the continuation,  
35 recurrence, or onset of a serious health condition or other circumstances beyond the  
36 control of the employee.

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**Legal References**

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); Public Acts of 2018, Chapter No. 907
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

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**Cross References**

Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

# 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: Click here to enter a 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 neither 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 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, who have resigned, following allegations of conduct, including sexual misconduct,
- 4       which, if substantiated, would warrant consideration for license suspension or revocation, or
- 5       who have been convicted of a felony. The report shall be submitted within thirty (30) days of
- 6       the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.<sup>2</sup>

## 7    **Instructional Leadership**

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

## 22   **Community/Public Relations**

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

1           6. Represents the school district and its interests in community organizations, activities, and  
2           projects.

3   **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board  
4   and the Director of Schools. Salary to be determined by the Board.

5   **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law  
6   and the Board's policy on evaluation of the Director of Schools.

7   **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and  
8   level of work being performed by the person assigned to this position. They are not intended to be a  
9   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); Public Acts of 2018, Chapter No. 935

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Cross References

Executive Committee 1.301  
Administrative Procedures 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date:
		Rescinds:	Issued:

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
2 conduct which are appropriate for each level of school. The development of each code shall involve  
3 principals and faculty members of each level and shall be consistent with the relevant policies as  
4 adopted by the Board.<sup>1</sup>

5 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
6 protect all members of the educational community in the exercise of their rights and duties and to  
7 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>2</sup> These  
8 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
9 school sponsored outings.

## 10 MISBEHAVIORS: LEVEL I

11 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
12 procedures or interferes with the orderly operation of the school but which can usually be handled by  
13 an individual staff member.

### 14 *Examples (not an exclusive listing)*

- 15 • Classroom disturbances
- 16 • Classroom tardiness
- 17 • Cheating and lying
- 18 • Abusive language
- 19 • Non-defiant failure to do assignments or carry out directions
- 20 • Wearing, while on the grounds of a public school during the regular school day,  
21 clothing that exposes underwear or body parts in an indecent manner that disrupts the  
22 learning environment<sup>3</sup>
- 23 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,  
24 Cyber-bullying, and/or Hazing)

### 25 *Disciplinary Procedures*

- 26 • Staff member intervenes immediately.
- 27 • Staff member determines what offense was committed and its severity.
- 28 • Staff member determines who committed the offense and if he/she understands the  
29 nature of the offense.
- 30 • Staff member employs appropriate disciplinary options.
- 31 • The record of the offense and disciplinary action shall be maintained by the staff  
32 member.

1            *Disciplinary Options*

- 2            • Verbal reprimand
- 3            • Special assignment
- 4            • Restricting activities
- 5            • Assigning work details
- 6            • Counseling
- 7            • Withdrawal of privileges
- 8            • Issuance of demerits
- 9            • Strict supervised study
- 10          • Detention
- 11          • In-school suspension

12    **MISBEHAVIORS: LEVEL II**

13    This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of  
14    the school. These misbehaviors do not represent a direct threat to the health and safety of others but  
15    have educational consequences serious enough to require corrective action on the part of  
16    administrative personnel.

17            *Examples (not an exclusive listing)*

- 18          • Continuation of unmodified Level I behaviors
- 19          • School or class tardiness
- 20          • Using forged notes or excuses
- 21          • Disruptive classroom behavior

22            *Disciplinary Procedures*

- 23          • The student is referred to the principal for appropriate disciplinary action.
- 24          • The principal meets with the student and teacher.
- 25          • The principal hears the accusation made by the teacher and allows the student the  
26          opportunity to explain his/her conduct.
- 27          • The principal takes appropriate disciplinary action and notifies the teacher of the action.
- 28          • The record of offense and disciplinary action shall be maintained by the principal.

29            *Disciplinary Options*

- 30          • Teacher/schedule change
- 31          • Modified probation
- 32          • Behavior modification
- 33          • Social probation
- 34          • Peer counseling
- 35          • Referral to outside agency
- 36          • In-school suspension
- 37          • Transfer

- 1 • Detention
- 2 • Suspension from school-sponsored activities or from riding school bus
- 3 • Out-of-school suspension (not to exceed ten (10) days)

#### 4 **MISBEHAVIORS: LEVEL III**

5 This level includes acts directly against persons or property but whose consequences do not seriously  
6 endanger the health or safety of others in the school.

#### 7 *Examples (not an exclusive listing)*

- 8 • Continuation of unmodified Level I and II behaviors
- 9 • Fighting
- 10 • Vandalism (minor)
- 11 • Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs,  
12 drug paraphernalia, and/or alcohol
- 13 • Stealing
- 14 • Threats to others
- 15 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,  
16 Cyber-bullying, and/or Hazing)

#### 17 *Disciplinary Procedures*

- 18 • The student is referred to the principal for appropriate disciplinary action.
- 19 • The principal meets with the student and teacher.
- 20 • The principal hears the accusation and allows the student the opportunity to explain  
21 his/her conduct.
- 22 • The principal takes appropriate disciplinary action.
- 23 • The principal may refer incident to the Director of Schools and make recommendations  
24 for consequences.
- 25 • If the student's program is to be changed, adequate notice shall be given to the student  
26 and his/her parent(s)/guardian(s) of the charges against him, his/her right to appear at a  
27 hearing, and his/her right to be represented by a person of his/her choosing.
- 28 • Any change in school assignment is appealable to the Board.
- 29 • The record of offense and disciplinary action shall be maintained by the principal.

#### 30 *Disciplinary Options*

- 31 • In-school suspension
- 32 • Detention
- 33 • Restitution from loss, damage, or stolen property
- 34 • Out-of-school suspension not to exceed ten (10) days
- 35 • Social adjustment classes
- 36 • Transfer
- 37 • Expulsion

## 1 MISBEHAVIORS: LEVEL IV

2 This level of misbehavior includes acts which result in violence to another's person or property or  
 3 which pose a threat to the safety of others in the school. These acts are so serious that they usually  
 4 require administrative actions which result in the immediate removal of the student from the school,  
 5 the intervention of law enforcement authorities, and/or action by the Board.

6 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 7 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 8 death to another person.

9 *Examples (not an exclusive listing)*

- 10 • Continuation of unmodified Level I, II, and III behaviors
- 11 • Death threat (hit list)
- 12 • Extortion
- 13 • Bomb threat
- 14 • Possession/use/transfer of dangerous weapons\*
- 15 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 16 employee of the school, or a school resource officer\*
- 17 • Aggravated assault\*
- 18 • Vandalism
- 19 • Theft/possession/sale of stolen property
- 20 • Arson
- 21 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 22 substance analogue, or legend drug)\*
- 23 • Use/transfer of unauthorized substances
- 24 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 25 Cyber-bullying, and/or Hazing)
- 26 • Electronic threat to cause bodily injury or death to another student or school employee\*

27 *Disciplinary Procedures*

- 28 • The principal confers with appropriate staff members and with the student.
- 29 • The principal hears the accusations and allows the student the opportunity to explain
- 30 his/her conduct.
- 31 • The parent(s)/guardian(s) are notified.
- 32 • Law enforcement officials are contacted.
- 33 • The incident is reported, and recommendations are made to the Director of Schools.
- 34 • Complete and accurate reports are submitted to the Director of Schools.
- 35 • The student is given a hearing before the disciplinary hearing authority.

36 *Disciplinary Options*

- 1           • Expulsion
- 2           • Alternative schools
- 3           • Other hearing authority or Board action which results in appropriate placement
- 4 \* Zero tolerance offenses
- 5

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Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

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Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304  
Bus Safety and Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Detention 6.315  
Suspension/Expulsion/Remand 6.316  
Safe Relocation of Students 6.4081

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <h2 style="text-align: center;">Zero Tolerance Offenses</h2>	Descriptor Code: <h3 style="text-align: center;">6.309</h3>	Issued Date: <a href="#">Click here to enter a date</a>
		Rescinds:	Issued:

1 In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school  
4 buses, on school property, or while on school sponsored outings.<sup>1</sup>

5 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or  
6 anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily  
7 injury or anything that in the manner of its use or intended use is capable of causing death or serious  
8 bodily injury.<sup>2</sup>

9 Violators of this section shall be subject to suspension and/or expulsion from school.

10 *Firearms*<sup>3</sup>

11 In accordance with state law, any student who brings to school or is in unauthorized possession of a  
12 firearm on school property shall be expelled for a period of not less than one (1) calendar year. The  
13 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case  
14 basis.<sup>4</sup>

15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug, including any controlled  
17 substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored  
18 event, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools  
19 shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

20 **ASSAULT**

21 In accordance with state law, any student who commits aggravated assault<sup>5</sup> or commits assault that  
22 results in bodily injury<sup>6</sup> upon any teacher, principal, administrator, any other employee of the school,  
23 or school resource officer shall be expelled for a period of not less than one (1) calendar year. The  
24 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case  
25 basis.<sup>4</sup>

## 1 ELECTRONIC THREATS

2 In accordance with state law, any student who transmits by an electronic device any communication  
3 containing a credible threat to cause bodily injury or death to another student or school employee and  
4 the transmission of such threat creates actual disruptive activity at the school that requires  
5 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The  
6 Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case  
7 basis.<sup>4</sup>

## 8 NOTIFICATION

9 When it is determined that a student has violated this policy, the principal of the school shall notify the  
10 student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by  
11 law.<sup>7</sup>

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### Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921; 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

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### Cross References

Code of Conduct 6.300  
Drug-Free Schools 6.307  
Suspension/Expulsion/Remand 6.316

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date:
		Rescinds:	Issued:

- 1 Corporal punishment shall not be used as a disciplinary measure in any school.<sup>1</sup>
- 2 The Director of Schools shall be responsible for developing and implementing in-service training programs for teachers and staff in the use of alternative, positive measures of discipline.
- 3

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Legal References

1. TCA 49-6-4104

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Cross References

Code of Behavior and Discipline 6.300  
Student Records 6.600

# Humboldt City Board of Education

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

## 1 REPORTING

2 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>1</sup> If personnel  
3 know or have reasonable cause to suspect abuse or neglect, a report shall be filed immediately. Reports  
4 shall be made to the judge having juvenile jurisdiction, to the county office of the Department of  
5 Children's Services (DCS), to the sheriff of the county where the child resides, or to the office of the  
6 chief law-enforcement official where the child resides.<sup>2</sup>

7 The report shall include, to the extent known by the reporter:<sup>3</sup>

- 8 1. The name, address, telephone number, and age of the child;
- 9
- 10 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 11
- 12 3. The nature and extent of the abuse or neglect; and
- 13
- 14 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 15 abuse or neglect.

16 The identity of the person reporting shall remain confidential except when the juvenile court  
17 determines otherwise.<sup>4</sup>

18 Notice that a report was filed, and any other information relevant to the wellbeing of the child, shall be  
19 verbally provided to the parent(s)/guardian(s) within twenty-four (24) hours of filing. This notice shall  
20 be made in coordination with DCS. Notice shall not be provided if there is reasonable cause to believe  
21 that the parent or legal guardian may be the perpetrator or in any way responsible for abuse.<sup>5</sup>

22 The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
23 abuse and neglect, and shall disseminate the procedures to all school personnel.<sup>6</sup>

## 24 INVESTIGATIONS

25 School administrators and employees have a duty to cooperate, provide assistance, and information in  
26 child abuse investigations<sup>7</sup> including permitting child abuse review teams to conduct interviews while  
27 the child is at school. The principal may control the time, place, and circumstances of the interview but  
28 may not insist that a school employee be present even if the suspected abuser is a school employee or  
29 another student. The principal is not in violation of any laws by failing to inform parents that the child  
30 is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>8</sup>

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**Legal References**

1. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605
2. TCA 37-1-403(a)(2)
3. TCA 37-1-403(b); TCA 49-6-1601(b)
4. TCA 37-1-409(a)(1)
5. TCA 37-1-605(d); TCA 49-6-1601
6. TRR/MS 0520-01-03-.08(2)(e)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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**Cross References**

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304

### Resignations

Tamara Comer – HHS Guidance Counselor  
Crystal Truelove – East Elem. Teacher  
Daryl Wells – East Elem. Teacher  
Constance Deberry – HJSHS Bookkeeper

### New Hires

Jason Newman – HJSHS Principal  
Renette Coleman – Stigall Principal