

School Board Meeting
January 7, 2021 6:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Election of Chairman, Vice Chairman and TLN Representative
- IV. Consent Agenda
 - A. December 2020 Bills
 - B. December 2020 Financial Report
 - C. December 10, 2020 Regular Board Meeting
- V. Agenda Approval
- VI. Regular Agenda
 - A. 2021 Board Meeting Dates
 - B. TSBA Legislative and Legal Institute
 - C. Board Policy Updates - 2nd Reading
 - 1. 1.901 Charter School Applications
 - 2. 4.400 Textbooks and Instructional Materials
 - 3. 6.303 Interrogations and Searches
 - 4. 6.402 Physical Examinations and Immunizations
 - 5. 6.405 Medicines
 - D. Board Policy Update - 1st Reading
 - 1. 5.302 Sick Leave
 - E. Speaker - Valeria Wedley
 - F. Superintendent's Report
- VII. Citizens Concern
- VIII. Adjournment

School Board Meeting

December 10, 2020 6:30 PM
HJSHS Library

Attendance Taken at 6:30 PM.

Rev. Mark Hodge: Present
Mr. Terry Johnson: Present
Mr. Wayne McLemore: Present
Mr. Leon McNeal: Present
Ms. Valeria Wedley: Present

Also present: Lillian Shelton, Interim Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion passed: Motion to approve the Consent Agenda as presented passed with a motion by Mr. Terry Johnson and a second by Ms. Valeria Wedley.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

A. October 2020 Bills

B. October 2020 Financial Report

C. October 8, 2020 Regular Board Meeting

D. November 2020 Bills

E. November 2020 Financial Report

IV. Agenda Approval

Motion passed: Motion to approve the agenda passed with a motion by Mr. Terry Johnson and a second by Ms. Valeria Wedley.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

V. Regular Agenda

A. Computer Bids 2020-2021

Motion passed: Motion to approve passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

B. School Compliance

Motion passed: Motion to approve the 2020 Compliance Report passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

C. Electrical repairs at Stadium

Motion passed: Motion to approve passed with a motion by Ms. Valeria Wedley and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

D. Board Policy Updates - 2nd Reading

Motion passed: Motion to approve as amended passed with a motion by Ms. Valeria Wedley and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

1. 4.205 Enrollment in College Level Courses
2. 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation
3. 6.3041 Title IX & Sexual Harassment
4. 6.305 Student Concerns
5. 6.309 Zero Tolerance Offenses
6. 6.316 Suspension
7. 6.317 Student Disciplinary Hearing Authority
8. 6.319 Alternative Education
9. 6.409 Reporting Child Abuse

E. Board Policy Updates - 1st Reading

The following policies were presented for the first reading.

- 1. 1.901 Charter School Applications
- 2. 4.400 Textbooks and Instructional Materials
- 3. 6.303 Interrogations and Searches
- 4. 6.402 Physical Examinations and Immunizations
- 5. 6.405 Medicines

F. Superintendent's Report

- Our teachers recently participated in a virtual learning workshop for Professional Development.
- We have formed a partnership with the Stigall Center for our CASA after-school program.
- Richard Gill has been hired as the Wood Shop Instructor.

VI. Citizens Concern

VII. Adjournment

Motion passed: Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
 Mr. Terry Johnson: Yea
 Mr. Wayne McLemore: Yea
 Mr. Leon McNeal: Yea
 Ms. Valeria Wedley: Yea
 Yea: 5, Nay: 0

Leon McNeal, Chairman

Date

Lillian Shelton, Interim Superintendent

Date

HUMBOLDT CITY SCHOOL SYSTEM
2021 School Board Meeting Dates
6:30 P.M.

Thursday	January 7, 2021	HJSHS Library
Thursday	February 11 2021	HJSHS Library
Thursday	March 11, 2021	HJSHS Library
Thursday	April 8, 2021	HJSHS Library
Thursday	May 13, 2021	HJSHS Library
Thursday	June 10, 2021	HJSHS Library
Thursday	July 8, 2021	HJSHS Library
Thursday	August 12, 2021	HJSHS Library
Thursday	September 9, 2021	HJSHS Library
Thursday	October 7, 2021	HJSHS Library
Thursday	November 11, 2021	HJSHS Library
Thursday	December 9, 2021	HJSHS Library



**Legislative and Legal Institute
Doubletree Nashville Downtown
Cumberland Ballroom
AGENDA**

Monday, February 15, 2021

- | | | |
|-----------|--|---|
| 1:00 p.m. | Registration | Cumberland Ballroom |
| 2:30 p.m. | Welcome and Overview | Brett Henley, TSBA President
Coffee County |
| 2:35 p.m. | Who Are Your New Legislators?
<i>Find out who the new legislators are and updates
to the Senate and House education committees</i> | Ben Torres, TSBA Assistant
Executive Director and
General Counsel |
| 3:15 p.m. | Legislative Update
<i>What is Happening on the Hill in Nashville?</i> | Ben Torres |
| 4:30 p.m. | BREAK | |
| 4:50 p.m. | Federal Government Update
<i>What is Happening in Washington D.C.?</i> | Ben Torres |
| 5:50 p.m. | Q & A Session | |
| 6:00 p.m. | Adjourn | |

Tuesday, February 16, 2021

7:00 a.m. **FULL BREAKFAST BUFFET (provided)**

8:00 a.m. **Current Issues Facing School Boards** Chuck Cagle,
Lewis Thomason, P.C.

9:00 a.m. **Juvenile Justice Reform** Judge Sharon Guffee,
How the Courts are Changing the Juvenile Justice System Williamson County
Juvenile Court

10:00 a.m. **BREAK**

10:20 a.m. **Ask the Attorney** Chuck Cagle
Get an opportunity to get answers to your legal questions

Sam Jackson,
Bone McAllester Norton, PLLC

Rebecca Owens, Deputy
Director of Employee Relations,
Wilson County Schools

11:20 a.m. **EVALUATION & WRAP-UP**

11:30 a.m. **ADJOURN**

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall be
5 in accordance with state law.¹

6 **APPLICATION PROCESS²**

7 A prospective charter school sponsor shall send notice to the Director of Schools of its intent sixty (60)
8 calendar days prior to February 1st of the year preceding the year in which the proposed charter school
9 plans to begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms
11 provided by the Department of Education. The application shall provide all the information required by
12 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed
13 by state law for the formation of a charter school, and the proposed charter school will be able to
14 implement a viable program of quality education for its students.³

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
16 February 1st of the year preceding the year in which the proposed charter school plans to begin
17 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
18 the school district offices are closed, applications will be accepted on the next business day on or
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
20 application fee of \$2,500.00.²

21 **REVIEW TEAM¹**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school
23 applications. The team shall be comprised of members of the administrative staff for the district,
24 community members, and a member of the Board with relevant educational, organizational, financial,
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall
26 make a recommendation to the Board on which members of his/her administrative staff should be
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each
28 year. The Board shall designate a Chair of the review team as the contact person for answering
29 questions about the application process and receiving applications. The Director of Schools shall
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall
3 include a timeline for the application and review process. A copy of the procedure, including the
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or
9 reject with stipulations for reconsideration; and
10
- 11 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

12 **APPROVAL/DENIAL OF APPLICATION⁴**

13 The Board shall rule by resolution on the approval or denial of a charter school application within
14 ninety (90) calendar days of receipt of the completed application, or the application shall be deemed
15 approved by state law. The Director of Schools shall report the action taken by the Board to the
16 Department of Education.

17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with
19 the Board which shall be binding on the charter school's governing body. The charter school agreement
20 shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵

23 Charter schools approved by the Board are expected to implement the application as submitted and
24 approved. Material variations in operations from the approved application require amendment pursuant
25 to state law and the charter school agreement.⁶

26 The Board shall not provide services to charter schools that are not requested during the application
27 process except for those services that are required under state or federal law. Services agreed to be
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.⁷ The Board may revoke or
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁸

32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
34 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)
35 calendar days either to deny or to approve the amended application, or the application shall be deemed
36 approved by state law.⁴

- 1 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
- 2 School Commission.⁹

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

11 The Director of Schools shall establish a procedure for providing citizens of the community with an
12 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
13 including public notice of the time and location at which textbooks and instructional materials may be
14 examined. Once approved by the Board, the Director of Schools shall post the list of all approved
15 textbooks and instructional materials on the school district's website and send a copy of the list to the
16 Commissioner of Education.²

17 **DISTRIBUTION**

18 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
19 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

20 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

21 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
22 school year, upon completion of the course, or upon withdrawal from a course or school.
23 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
24 instructional materials received and used by their children. The Director of Schools shall be responsible
25 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
26 instructional materials.

27 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

28 A list of textbooks and instructional materials shall be revised annually by principals under the direction
29 of the Director of Schools.

- 1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
- 2 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
- 3 and graded by their child's teacher.

- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date:
		Rescinds:	Issued:

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal/designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
24 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
25 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
26 all of the provisions of the School Security Act of 1981.^{1,2}

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Humboldt City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date:
		Rescinds:	Issued:

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time² and
- 4
- 5 2. Participating as a member of any athletic team or in any other strenuous physical activity
- 6 program.³

7 Cost of the examination shall be covered by the parent/guardian of the student. These records shall be
8 on file in the principal's office.

9 Screening tests as required by the Tennessee Department of Education and the Department of Health
10 will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates
11 a condition that might interfere with the student's progress. The school district will not conduct physical
12 examinations of a student without parental consent or by court order, unless the health or safety of the
13 student or others is in question.⁴

14 **IMMUNIZATIONS**

15 Students will not be permitted to attend school without proof of immunization as determined by the
16 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from
17 producing such records.^{2,5} It is the responsibility of the parent(s)/guardian(s) to have their children
18 immunized and to provide such proof to the principal of the school which the student is to attend.⁵

19 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
20 written statement that such measures conflict with the one of the following:

- 21 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
22 epidemic;⁶ or
- 23
- 24 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
25 him/her from the immunization.⁷

26 The Director of Schools shall ensure that appropriate immunization records are maintained for each
27 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf
5. TCA 49-6-5001(a),(c)
6. TCA 49-6-5001(b)(2)
7. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Humboldt City Board of Education

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

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

5 Written instructions signed by the parent/guardian are required and shall include:

- 6 1. Child's name;
- 7
- 8 2. Name of medication;
- 9
- 10 3. Name of physician;
- 11
- 12 4. Time to be self-administered;
- 13
- 14 5. Dosage and directions for self-administration (non-prescription medicines shall have label
15 directions);
- 16
- 17 6. Possible side effects, if known; and
- 18
- 19 7. Termination date for self-administration of the medication.

20 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever
21 inhalers if the additional information is provided by a parent/guardian:

- 22 1. Written statement from the prescribing health care practitioner that the student suffers from
23 asthma and has been instructed in self-administration; and
- 24
- 25 2. Purpose of the medication.

26 The medication shall be delivered to the principal's office in person by the parent/guardian of the
27 student unless the medication shall be retained by the student for immediate self-administration.

28 The principal/designee will:

- 29 1. Inform appropriate school personnel of the medication to be self-administered;
- 30 2. Keep written instructions from the parent/guardian in the student's record;

- 1 3. Keep an accurate record of the self-administration of the medication;
- 2 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
- 3 order;
- 4 5. Return unused prescription to the parent/guardian only; and
- 5 6. Ensure that all guidelines developed by the Department of Health and the Department of
- 6 Education are followed.

7 The parent/guardian is responsible for informing the designated official of any change in the student's

8 health or change in medication.

9 A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term

10 administration of medication.

11 **BLOOD GLUCOSE SELF-CHECKS²**

12 Upon written request of a parent/guardian and if included in the student's medical management plan and

13 in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood

14 glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies,

15 including sharps. The student shall be permitted to perform the testing in any area of the school or school

16 grounds at any time necessary.

17 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of

18 such sharps is appropriate.

19 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee

20 Occupational Safety and Health Administration (TOSHA).³

21 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS⁴**

22 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage

23 their prescribed medication in a manner directed by a licensed health care provider without additional

24 assistance or direction. The Director of Schools shall develop procedures for the development of an

25 IHP for every student that wishes to self-administer.

26 **STUDENTS WITH ADRENAL INSUFFICIENCY⁵**

27 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of

28 the student's diagnosis. Once notified, the district shall observe the following guidelines:

- 29 1. The district shall train school personnel who will be responsible for administering the
- 30 medication for the treatment of adrenal insufficiency and any who volunteer to administer the
- 31 medication;
- 32

- 1 2. The district shall maintain a record of all school personnel who have completed this training;
2 and
3
4 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
5 professional may administer the prescribed medication to the student. If a school nurse or other
6 licensed health care professional is not immediately available, trained school personnel may
7 administer the prescribed medication.
- 8 The Director of Schools shall develop procedures on the administration of medications that treat
9 adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and
10 during activities such as field trips, and recordkeeping per state law.

Legal References

1. TCA 49-50-1602 *et seq.*; TRR/MS 0520-01-13-.03
2. TCA 49-50-1602(d)(7)
3. State Board of Education Policy 4.205; TRR/MS 0800-01-10
4. TCA 49-50-1601
5. TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

- Promoting Student Welfare 6.400
Emergency Allergy Response Plan 6.412

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date:
		Rescinds:	Issued:

1 PROFESSIONAL PERSONNEL

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
15 Director of Schools' office.

16 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school district, provided that the Director of Schools of the district in which the accumulated leave was
18 held provides notarized verification.³

19 SUPPORT PERSONNEL

20 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

21 At the termination of the employment of any employee, all unused sick leave accumulated by the
22 employee shall be forfeited.

23 The immediate supervisor may require documentation from a physician stating the reason for absence.

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)

Cross References

Workers' Compensation 3.602
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307