

**School Board Meeting  
August 10, 2023 5:30 PM  
HJSHS Library**

- I. Call to Order
- II. Moment of Silence
- III. Roll Call
- IV. Consent Agenda
  - A. July 2023 Bills
  - B. July 2023 Financial Report
  - C. July 6, 2023 Regular Board Meeting
- V. Agenda Approval
- VI. Regular Agenda
  - A. 2023 Fall District Meeting
  - B. 2023 TSBA Leadership Conference & Convention
  - C. Discussion with possible action on VEEO Services agreement
  - D. Discussion with possible action on VEEO Payment Plan Agreement
  - E. TCAP & EOC Weighted Percentages Revised
  - F. Board Policy Updates - 1st Reading
    - 1. 1.102 Board Members
    - 2. 1.106 Code of Ethics
    - 3. 1.400 School Board Meetings
    - 4. 1.402 Notification of Meetings
    - 5. 1.404 Appeals to and Appearances Before the Board
    - 6. 3.202 Emergency Preparedness Plan
    - 7. 3.205 Security
    - 8. 4.204 Summer Instructional Programs
    - 9. 4.300 Extracurricular Activities
    - 10. 6.4001 Student Surveys, Analyses, and Evaluations
    - 11. 6.402 Physical Examinations and Immunizations
    - 12. 4.403 Library Materials
    - 13. 5.106 Application and Employment
    - 14. 5.119 Employment of Retirees
    - 15. 5.305 Family Medical Leave
    - 16. 5.307 Physical Assault Leave
    - 17. 5.600 Staff Rights & Responsibilities
    - 18. 6.202 Home Schools
    - 19. 6.300 Code of Conduct
    - 20. 6.309 Zero Tolerance Offenses
    - 21. 6.319 Alternative Education
  - G. Superintendent's Report
    - 1. Personnel Report
- VII. Public Comment

"Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman. Each person speaking shall state his/her name, address (must be a resident of Humboldt, TN), and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board." **The School Board cannot take action on input/request(s), but the School Board may place an item on the agenda of a subsequent meeting for action by notifying School Board Chair, Ms. Valeria Smith-Wedley at [vswedley@icloud.com](mailto:vswedley@icloud.com).**

## VIII. Adjournment

**School Board Meeting**  
July 6, 2023 5:30 PM  
HJSHS Library

Attendance Taken at 5:30 PM.

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

Also present: Dr. Janice Epperson, 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 Rev. Mark Hodge and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Absent  
Yea: 4, Nay: 0, Absent: 1

**A. June 2023 Bills**

**B. June 2023 Financial Report**

**C. June 8, 2023 Regular Board Meeting**

**IV. Agenda Approval**

**Motion passed:** Motion to approve the agenda passed with a motion by Mr. Wayne McLemore 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: Absent  
Yea: 4, Nay: 0, Absent: 1

**V. Regular Agenda**

**A. 2023-2024 Food Service Budget**

**Motion passed:** Motion to approve 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: Absent  
Yea: 4, Nay: 0, Absent: 1

#### **B. 2023-2024 School Year Budget & Salary Scales**

**Motion passed:** Motion to approve the 2023-2024 School Year Budget and Salary Scales which includes a \$2,000 raise on the system-wide Teacher Salary Scale, a 5% raise for all non-certified staff and a 3% raise for the Central Office Support Staff passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Absent  
Yea: 4, Nay: 0, Absent: 1

#### **C. TCAP & EOC Weighted Percentages Revised**

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

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Absent  
Yea: 4, Nay: 0, Absent: 1

#### **D. Superintendent's Report**

- ESSER Updates
- 2023 3rd Grade Retention Summer School Updates
- Grants Update
- Leadership Retreat July 17-18
- Inservice July 25-28
- First day of School July 31st

#### **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: Absent  
Yea: 4, Nay: 0, Absent: 1

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Valeria Smith-Wedley, Chairman

Date

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Dr. Janice Epperson, Superintendent

Date



## Fall District Meeting Agenda

- 4:30 p.m.      **Registration and Reception**
- 5:00 p.m.      **Welcome**      TSBA District Director
- *Roll Call of Boards*
  - *100 % Boards*
  - *Introduction of Guests*
- 5:10 p.m.      **Awards Ceremony**      Dr. Tammy Grissom, TSBA  
Executive Director
- *Student Recognition Award*
  - *School Volunteer Recognition Award*
  - *Levels I, II, III and IV Boardmanship Awards*
  - *Recognition of Boards of Distinction and Master School Board Members*
  - *District Director Elections in Delta, Southeast, Mid-Cumberland and Upper Cumberland*
- 5:20 p.m.      **Preparing For 2024 Legislative Session**      Emily Warren, TSBA  
Director of Government Relations &  
Staff Attorney
- Ben Torres, TSBA  
Assistant Executive Director &  
General Counsel
- 6:10 p.m.      **Follow the Money: How School Funding Works**      Ben Torres and Emily Warren
- An analysis of school funding & overview of state funds available to assist school districts – topics include TISA, school safety grants, funding for third grade retention, mental health, etc.*
- 6:55 p.m.      **Wrap up and Evaluations**
- 7:00 p.m.      **Adjourn**

**Tennessee School Boards Association**  
**2023 Annual Convention Schedule**  
**Gaylord Opryland Resort and Convention Center**

**Thursday, November 16**

- 8:30 a.m.-6:30 p.m. Registration  
10:00-11:45 a.m. Board Chairman Roundtable Discussion  
**Facilitator: Keys Fillauer**  
2:00-6:00 p.m. Leadership Conference  
**Speakers: David Pickler and Eddie B.**

**Friday, November 17**

- 7:00 a.m.-7:00 p.m. Registration  
7:30-8:15 a.m. Leadership Conference Breakfast  
8:30-11:30 a.m. Leadership Conference  
**Speaker: Tim Weisheyer**  
11:30 a.m.-12:45 p.m. Lunch (*on your own*)  
12:00-4:00 p.m. Exhibit Hall/Reception  
1:00-3:00 p.m. Pre-Convention Legal Workshop  
1:00-3:00 p.m. Pre-Convention Legislative Workshop  
4:15-5:45 p.m. Opening General Session  
**Speaker: Hallerin Hill**

**Saturday, November 18**

- 7:00 a.m.-6:30 p.m. Registration  
7:00-10:30 a.m. Exhibit Hall Open  
7:00-8:15 a.m. Exhibit Hall Breakfast  
8:30-9:30 a.m. Clinic Session A  
9:45-10:15 a.m. Exhibit Hall Door Prizes  
10:30-11:30 a.m. Clinic Session B  
11:45 a.m.-1:15 p.m. Convention Luncheon and Award Ceremony  
**Entertainment: Heather Land**  
1:30-2:30 p.m. Clinic Session C  
3:00-4:30 p.m. Delegate Assembly  
3:00-4:30 p.m. Board Secretaries' Meeting  
8:00 p.m. Karaoke Party  
**Sponsored by: ABM and USABLE Life**

**Sunday, November 19**

- 7:00-10:00 a.m. Registration  
7:15-8:15 a.m. Convention Breakfast  
8:30-9:45 a.m. Closing General Session  
**Speaker: Dr. Donna Beegle**  
9:45 a.m. Adjourn

# Humboldt City Board of Education

|   |  |                                  |              |
|---|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in July</b> | Descriptor Term:<br><b>Board Members</b> | Descriptor Code:<br><b>1.102</b> | Issued Date: |
|   |  | Rescinds:                        | Issued:      |

1 The legal status of board members shall be as follows:

## 2 **NUMBER OF MEMBERS<sup>1</sup>**

3 The Board is composed of five (5) members.

## 4 **QUALIFICATIONS**

5 Any resident of the city of Humboldt who shall have reached the age of twenty-one (21) years by  
6 January 1 of the year subsequent to his election, and who has been a resident of and domiciled in the  
7 ward from which he is to be elected for a period of thirty (30) days prior to the date of qualification,  
8 shall be eligible for election to the Board of Education.

9 Members of the Board shall be residents elected from districts of substantially equal population and  
10 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the office.<sup>1</sup>  
11 To qualify as a candidate, an individual must show proof of:

- 12 1. Graduation from high school or receipt of a high school equivalency credential approved by the  
13 State Board of Education;<sup>2</sup> and
- 14  
15 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying  
16 deadline for running as a candidate.<sup>1</sup>

17 Members of the county legislative body and other county governmental officials shall not be eligible  
18 for election as members of the county Board of Education.<sup>3</sup>

## 19 **TERMS OF OFFICE**

20 Members of the Board shall serve four (4) year terms.<sup>1</sup>

## 21 **METHOD OF ELECTION**

22 Members of the Board shall be elected by popular vote by the qualified voters of Humboldt City at the  
23 November election every two (2) years.

## 24 **VACANCIES**

25 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process  
26 proceedings.<sup>4</sup>

- 1 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
- 2 local legislative body.<sup>5</sup> Such appointment shall continue until the next regular election.

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#### Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. TCA 49-2-202(a)(2)
4. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
5. TCA 49-2-202(e)(1)

| <b>Humboldt City Board of Education</b>                    |  |   |                     |
|--|--|---|---------------------|
| <b>Monitoring:</b><br><b>Review: Annually,<br/>in July</b> | <b>Descriptor Term:</b><br><br><b>Code of Ethics</b> | <b>Descriptor Code:</b><br><b>1.106</b> | <b>Issued Date:</b> |
|  |  | <b>Rescinds:</b>                        | <b>Issued:</b>      |

1 *General*<sup>1</sup>

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,  
 3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence  
 4 the vote, official action, or judgment of the board member or employee in executing decisions  
 5 affecting the school district. It is also prohibited for a board member’s or an employee’s spouse or  
 6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive  
 8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are  
 9 provided in connection with a conference sponsored by an established or recognized statewide  
 10 association of school board officials or by an umbrella or affiliate organization of such statewide  
 11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)  
 14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.  
 15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall  
 16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of  
 17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of  
 18 Schools’ office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of  
 20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and  
 21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or  
 23 employee and make recommendations to cease any activity that, in the Ethics Committee’s judgment,  
 24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a  
 25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
- 30 censure, if warranted;
- 31

- 1       3. In the case of an employee, refer the matter to the Director of Schools/designee for possible  
2       disciplinary action, if warranted; or  
3  
4       4. In a case involving possible violation of state statutes, refer the matter to the district attorney  
5       for possible ouster or criminal prosecution.

6   **POINT OF CONTACT<sup>2</sup>**

7   The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The Director  
8   of Schools shall provide the contact information to the Commission and ensure that any changes are  
9   submitted within thirty (30) calendar days.

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Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

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Cross References

Board Member Conflict of Interest 1.107  
Duties of Board Members 1.202

# Humboldt City Board of Education

|   |  |                                  |              |
|---|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in July</b> | Descriptor Term:<br><b>School Board Meetings</b> | Descriptor Code:<br><b>1.400</b> | Issued Date: |
|   |  | Rescinds:                        | Issued:      |

1 The Board will transact all business at official meetings that may be either regular or special.  
2 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows  
3 closed sessions.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested  
4 citizens.<sup>2</sup>

5 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic  
6 equipment when such recording creates a threat to public safety and welfare or impedes the conducting  
7 of efficient and orderly public meetings.<sup>3</sup>

## 8 **REGULAR MEETINGS**

9 Regular meetings of the Board shall be held on the first Thursday of each month if it falls after the fifth  
10 day of the month. Otherwise the meetings shall be held on the second Thursday.

11 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled  
12 by the Chair.

## 13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such  
15 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools  
16 require it or when requested to do so by a majority of the Board.<sup>4</sup>

17 Only business related to the call of the meeting and details related to agenda items shall be discussed or  
18 transacted by the Board at a special meeting.

## 19 **ELECTRONIC ATTENDANCE<sup>5</sup>**

20 Absent board members may attend a regular or special meeting by electronic means for certain  
21 qualifying reasons. The following requirements apply to all electronic attendance, regardless of the  
22 reason for the absence:

- 23 1. A quorum of the Board shall be physically present at the meeting in order for any board  
24 member to attend electronically;
- 25 2. Any board member wishing to participate electronically shall do so using technology that  
26 allows the Chair to visually identify the board member; and

1       3. The responsibility for the connection lies with the board member wishing to participate  
 2       electronically. No more than three (3) attempts to connect shall be made unless the Board  
 3       chooses to make additional attempts.

4       *Work-Related Absence*

5       A board member may attend a meeting by electronic means if out of the county due to work; however,  
 6       he/she may only participate electronically two (2) times per year for this reason. The board member  
 7       shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the  
 8       board member's intention to participate electronically.

9       *Sickness or Period of Convalescence*

10      A board member may attend a meeting by electronic means if sick or in a period of convalescence on  
 11      the advice of a healthcare professional; however, he/she may only participate electronically three (3)  
 12      times per year for this reason.

13      *Inclement Weather or Natural Disaster*

14      A board member may attend a meeting by electronic means due to inclement weather or natural  
 15      disaster if the schools in the school district are closed; however, he/she may only participate  
 16      electronically three (3) times per year for this reason.

17      *Family Emergency*

18      A board member may attend a meeting by electronic means if there is a family emergency that  
 19      prevents him/her from attending in person. The absence shall be due to the hospitalization of the board  
 20      member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,  
 21      sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,  
 22      or sister-in-law. The board member may only participate electronically two (2) times per year for this  
 23      reason.  
 24

25      *Military Service*

26      A board member may attend a meeting by electronic means if out of the county due to military service.  
 27      The board member may participate electronically as often as he/she is able to do so.

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Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att'y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

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Cross References

- School Board Legal Status and Authority 1.100  
 Board Committees 1.300  
 Notification of Meetings 1.402  
 Appearances Before the Board 1.404  
 Section 504 and ADA Grievance Procedures 1.802

# Humboldt City Board of Education

|   |   |                                  |              |
|---|---|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in July</b> | Descriptor Term:<br><h2 style="text-align: center;">Notification of Meetings</h2> | Descriptor Code:<br><b>1.402</b> | Issued Date: |
|   |   | Rescinds:                        | Issued:      |

1 Adequate notice of meetings<sup>1</sup> in the case of regular meetings shall consist of the approval of a schedule  
 2 of all regular meetings for the Board for a year. This schedule shall be posted in the central office, each  
 3 school, and on the school system’s website and sent to the president of the local education association.<sup>2</sup>

4 In the event of a special board meeting, notice shall be provided at least **forty-eight (48) hours** prior to  
 5 the meeting and shall be posted in the same locations and in the same manner as regular board  
 6 meetings. All notices of special board meetings shall state the time, place, and purpose of the meeting.

7 The only exception permitted is in the case of an emergency, defined for this policy as a sudden,  
 8 generally unexpected occurrence or set of circumstances demanding immediate action. In such  
 9 exceptions, notice shall be given to all appropriate parties as is practical.

10 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary  
 11 hearings, shall include information on how community members can participate in the public comment  
 12 portion of the board meeting.<sup>3</sup>

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Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

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Cross References

School Board Meetings 1.400

# Humboldt City Board of Education

|   |  |                                  |              |
|---|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in July</b> | Descriptor Term:<br><h2 style="text-align: center;">Appeals to and Appearances Before<br/>the Board</h2> | Descriptor Code:<br><b>1.404</b> | Issued Date: |
|   |  | Rescinds:                        | Issued:      |

1    **APPEALS TO THE BOARD**

2    Any matter relating to the operation of the school system may be appealed to the Board. However, the  
 3    parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear  
 4    complaints or concerns which have not advanced through the proper administrative procedure. If all  
 5    steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,  
 6    the matter shall be referred in writing to the office of the Director of Schools, and the Board shall  
 7    determine whether to hear the appeal.

8    **APPEARING BEFORE THE BOARD**

9    Individuals speaking to the Board shall address remarks to the Chair and may direct questions to  
 10   individual board members or staff members only upon approval of the Chair. Each person speaking shall  
 11   state his/her name, address (must be residents of Humboldt, TN) and subject of presentation. Remarks  
 12   will be limited to five (5) minutes unless time is extended by the Board. The Chair shall have the  
 13   authority to terminate the remarks of any individual who violates state law or does not adhere to board  
 14   rules.<sup>1</sup>

15    *Public Comment Period<sup>2</sup>*

16   There shall be a public comment period for each meeting with actionable items on the agenda, with the  
 17   exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda. The  
 18   **total public comment** period shall be for no more than fifteen (15) minutes. If an individual wishes to  
 19   address the Board, he/she shall sign up on the form provided before the beginning of the board meeting  
 20   to request time to speak. Each speaker shall be given no more than five (5) minutes. Delegations shall  
 21   select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

22    *Adding an Item to the Agenda*

23   Individuals desiring to appear before the Board shall submit a written request with descriptive materials  
 24   to the office of the Director of Schools ten (10) days before the meeting. If the request is approved by  
 25   the executive committee, the item will be placed on the agenda. Individuals placed on the agenda will  
 26   be recognized at the beginning of the meeting and given time to speak when their item is addressed on  
 27   the agenda. All requests submitted will be included in the board packet.

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Legal References

1. TCA 39-17-306
2. Public Acts of 2023, Chapter No. 300

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Cross References

- School Board Meetings 1.400
- Public Hearings 1.401
- Agendas 1.403
- Discrimination/Harassment of Employees 5.500
- Complaints and Grievances 5.501
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Student Concerns 6.305

# Humboldt City Board of Education

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

## 1 *General*

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

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
8 emergency response agencies.

## 9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

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

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

## 20 **ANNUAL DRILLS<sup>4</sup>**

21 The principal shall ensure that the school safety team conducts each of the following type of drills  
22 annually:

- 23 1. An armed intruder drill in coordination with local law enforcement;
- 24 2. An incident command drill; and
- 25 26 3. An emergency safety bus drill.

**1 AED DRILLS<sup>5</sup>**

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
5 training, planning, notification, and maintenance to comply with state law.

**6 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

7 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate  
8 and consult with the local and state health departments and other local emergency or healthcare  
9 providers in protecting students and the community from further infection. The Director of Schools  
10 shall develop procedures for health emergencies in accordance with state law.

**11 REMOTE LEARNING DRILLS<sup>7</sup>**

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
13 reflect how students will transition to remote learning in the event of a disruption to school operations.  
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

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**Legal References**

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. TCA 49-2-139

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Humboldt City Board of Education

|  |   |                                  |  |
|--|---|----------------------------------|--|
| Monitoring:<br><b>Review: Annually,<br/>in October</b> | Descriptor Term:<br><br><b>Security</b> | Descriptor Code:<br><b>3.205</b> | Issued Date:<br>Click here to<br>enter a<br>date |
|  |   | Rescinds:                        | Issued:  |

## 1 *General*<sup>1</sup>

2 The Director of Schools shall establish procedures to protect schools which shall include, but not be  
3 limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school  
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and  
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.<sup>2</sup>

11 All exterior doors leading into a school building shall be locked at all times and access to school buildings  
12 is limited to the school's primary entrance during the school day as well as when students are present  
13 outside of regular school hours.<sup>3</sup>

14 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,  
15 or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than  
16 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The  
17 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director  
18 of Schools shall report all signing of such complaints to the Board.

## 19 **AFTER SCHOOL HOURS**

20 **[The following is the default if the district does not create alternate local procedures.]** If, outside of  
21 regular school hours, there is a need to unlock the doors during a school activity, a school district  
22 employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

## 23 **LAW ENFORCEMENT SERVICES**<sup>1</sup>

24 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.  
25 Partnerships may include, but not be limited to, education and recreational programs, delinquency  
26 prevention, and mentoring initiatives.

- 1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement  
2 agency to provide school policing. The MOU shall address, at a minimum, the following issues:
- 3 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,  
4 regulations, and rules of the Peace Officer Standards and Training Commission at the time of  
5 assignment and remain compliant throughout his/her assignment.
  - 6 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in  
7 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall  
8 participate in a minimum of sixteen (16) hours of training specific to school policing. All training  
9 programs shall be approved by the Peace Officers Standards and Training Commission.<sup>4</sup>
  - 10 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is  
11 subject to that agency's direction, control, supervision, and discipline.
  - 12 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of  
13 the Director of Schools.
  - 14 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement  
15 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall  
16 include, but not be limited to, the following:
    - 17 a. Representing and carrying out the policies of the law enforcement agency assigning the  
18 SROs;
    - 19 b. Supervising the SROs in the performance of their duties;
    - 20 c. Consulting with the Director of Schools regarding the best use of the available resources  
21 for school policing; and
    - 22 d. Resolving disputes between the SROs and students or staff members.
  - 23 6. The MOU may be effective for any length of time, continuing until terminated by the parties, and  
24 may contain any reasonable notice requirement for the termination of the MOU. However, the  
25 MOU shall contain a provision allowing the Director of Schools to suspend the active  
26 participation of any SROs in the event that the Director of Schools believes that such suspension  
27 is best for the health, safety, or wellbeing of the students or staff members.

## 28 **CYBERSECURITY<sup>5</sup>**

- 29 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
30 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
31 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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**Legal References**

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. TCA 49-6-4217
5. TCA 49-6-805(9)

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**Cross References**

Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311

# Humboldt City Board of Education

|   |  |                                  |              |
|---|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in November</b> | Descriptor Term:<br><b>Summer Instructional Programs</b> | Descriptor Code:<br><b>4.204</b> | Issued Date: |
|   |  | Rescinds:                        | Issued:      |

1 *General*

2 The following programs will be made available to students:<sup>1,2</sup>

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps; and
- 8
- 9 4. Summer learning camps.

10 These programs shall be organized and operated in accordance with state law as well as guidelines  
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided  
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates  
13 for those students attending a traditional summer school program.<sup>3</sup>

14 **SUMMER PROGRAMMING<sup>2</sup>**

15 The Director of Schools shall present a recommended summer programming plan to the Board each  
16 year, no later than the May School Board Meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

## 1 ATTENDANCE REQUIREMENTS<sup>2</sup>

2 Priority students, as defined by state law, **shall** be required to attend summer programs.

3 The Director of Schools shall be responsible for developing administrative procedures regarding the  
4 attendance requirements of priority students in each program.

## 5 THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS

6 Students who are required to attend summer programming in order to be promoted to fourth grade shall  
7 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the  
8 twenty (20) days required for summer school attendance. If more days are missed, students may make  
9 up a total of two (2) days within extended summer school hours. Missed days will be documented, and  
10 options for make up days will be provided by the **Director of Schools designee**.

11 Parents shall be provided information on the summer program attendance policy by the district  
12 website.

13 The Director of Schools/designee shall develop administrative procedures regarding the documentation  
14 of student attendance including make up days and the administration of the post-test for students who  
15 participate in summer programming.

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### Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

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### Cross References

Extended Contracts 5.112

# Humboldt City Board of Education

|   |   |                                  |              |
|---|---|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in November</b> | Descriptor Term:<br><b>Extracurricular Activities</b> | Descriptor Code:<br><b>4.300</b> | Issued Date: |
|   |   | Rescinds:                        | Issued:      |

## 1 *General*

2 The following shall be adhered to:

- 3 1. The Board shall initially approve extracurricular activities at the district-level to ensure proper  
4 support and supervision. **[i.e. the Board would approve the creation of a new volleyball  
5 program or the ability for students to create 4-H clubs within the district.]**
- 6 2. Each student activity shall be under the guidance and direction of a staff member.
- 7 3. All extracurricular activities at the school level shall have the approval of the principal. **[i.e. the  
8 principal would set the parameters regarding whether there is enough space and/or  
9 student interest for clubs, etc.]**
- 10 4. Student activities occurring before or after regularly scheduled school hours must be under the  
11 supervision of the principal/designee.
- 12 5. Secret organizations shall not be operated in any school.
- 13 6. A student shall not be required to attend an extracurricular activity that is scheduled at a time  
14 which conflicts with his/her religious practices.<sup>1</sup>
- 15 7. Extracurricular activities during vacation periods shall be restricted to regularly scheduled  
16 athletic programs and major events which cannot be scheduled otherwise.
- 17 8. Student groups shall not participate in state or national activities which are not listed as  
18 approved activities by a regional accrediting association or the state and national principals'  
19 associations without the approval of the Director of Schools.
- 20 9. A student on out-of-school suspension shall not be permitted to participate in extracurricular  
21 activities.
- 22 10. Activities which restrict participation because of race, color, religion, sex, disabilities, or  
23 national origin are strictly forbidden.<sup>2</sup>

## 24 **STUDENT CLUBS & ORGANIZATIONS<sup>3</sup>**

25 All students under the age of eighteen (18) shall present a signed and dated statement from their  
26 parent/guardian before joining any club or organization or participating in activities of a club or

- 1 organization. The Director of Schools shall develop administrative procedures outlining this
- 2 recordkeeping process.

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**Legal References**

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

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**Cross References**

Special Use of School Vehicles 3.402  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Attendance 6.200

# Humboldt City Board of Education

|  |   |                                   |              |
|--|---|-----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually, in April</b> | Descriptor Term:<br><b>Student Surveys, Analyses, and Evaluations</b> | Descriptor Code:<br><b>6.4001</b> | Issued Date: |
|  |   | Rescinds:                         | Issued:      |

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project  
2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does  
3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The  
4 Director of Schools shall develop administrative procedures for approving requests for conducting  
5 surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline  
6 what is to be done, who is to be involved, and how the results will be used and distributed.<sup>1</sup>

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be  
8 notified of the opportunity to review the materials.<sup>1</sup> Such notification shall include information indicating  
9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The  
10 survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)  
11 whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who  
12 is eighteen (18) years of age or older may participate after he/she provides written, informed, and  
13 voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental  
14 requests.<sup>1</sup>

15 No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that  
16 reveals information concerning:<sup>1,2</sup>

- 17 1. Mental or psychological problems of the student or the student's family;
- 18
- 19 2. Sexual behavior or attitudes;
- 20
- 21 3. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 22
- 23 4. Critical appraisals of other individuals with whom respondents have close family relationships;
- 24
- 25 5. Legally privileged relationships;
- 26
- 27 6. Income; or
- 28
- 29 7. The collection of student biometric data involving the analysis of facial expressions, EEG  
30 brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,  
31 blood volume, posture, and eye-tracking<sup>3</sup>

32 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case  
33 of an unemancipated minor, without the prior written consent of the parent/guardian.

1 The collection of the following student data is strictly prohibited:<sup>4</sup>

- 2 1. Political affiliation or voting history;
- 3
- 4 2. Religious practices; and
- 5
- 6 3. Firearm ownership.

## 7 **COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING**<sup>5</sup>

8 In general, the district will not collect, disclose, or use personal student information for the purpose of  
9 marketing or selling that information or otherwise providing that information to others for that purpose.

10 If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at  
11 least annually at the beginning of the school year of the specific or approximate dates when such  
12 information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to  
13 collect personal information for the purpose of marketing or selling that information before the  
14 instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of  
15 appropriate age may decline to provide the information requested.

16 This portion of the policy does not apply to the collection, disclosure, or use of personal information  
17 collected from students for the exclusive purpose of developing, evaluating, or providing educational  
18 products or services for or to students or educational institutions to the extent allowed by law such as:

- 19 1. College or other postsecondary education recruitment or military recruitment;
- 20
- 21 2. Book clubs, magazines, and programs providing access to low-cost literary products;
- 22
- 23 3. Tests and assessments used by elementary schools and secondary schools to provide  
24 cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about  
25 students (or to generate other statistically useful data for the purpose of securing such tests  
26 and assessments) and the subsequent analysis and public release of the aggregate data from  
27 such tests and assessments;
- 28
- 29 4. The sale by students of products or services to raise funds for school-related or education  
30 related activities; or
- 31
- 32 5. Student recognition programs.

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### Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

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### Cross References

Testing Programs 4.700



# Humboldt City Board of Education

|  |  |                                  |              |
|--|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in April</b> | Descriptor Term:<br><b>Physical Examinations and<br/>Immunizations</b> | Descriptor Code:<br><b>6.402</b> | Issued Date: |
|  |  | Rescinds:                        | Issued:      |

## 1 **PHYSICAL EXAMINATIONS<sup>1</sup>**

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

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

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 recommended by the Tennessee Department of Education and the Department of  
10 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that  
11 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse  
12 their student from participating in health screenings that are part of a coordinated school health program  
13 by submitting a request in writing to the school nurse, instructor, school counselor, or principal.<sup>3</sup>

## 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. 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.<sup>4</sup>

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;<sup>5</sup> 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.<sup>6</sup>

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 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353; Tennessee School Health Screening Guidelines,  
[https://www.tn.gov/content/dam/tn/education/csh/FINAL\\_Health\\_screening\\_Guidelines\\_2022.pdf](https://www.tn.gov/content/dam/tn/education/csh/FINAL_Health_screening_Guidelines_2022.pdf); 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2)-(3)
6. TCA 49-6-5001(c)(2)

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**Cross References**

Promoting Student Welfare 6.400

# Humboldt City Board of Education

|   |  |                                  |              |
|---|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually, in<br/>November</b> | Descriptor Term:<br><br><b>Library Materials</b> | Descriptor Code:<br><b>4.403</b> | Issued Date: |
|   |  | Rescinds:                        | Issued:      |

1 *General*

2 The Academic Coordinator shall be responsible for library collection development. Library materials  
3 shall be reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the  
4 following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;  
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access  
8 them. The determining factor will be based on an assessment of any mature themes or content  
9 (i.e., violence, sexual content, vulgar language, substance abuse);  
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and  
12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 The Academic Coordinator shall be responsible for periodically reviewing the district's library collection  
15 in line with these established standards. He/she shall post the list of library materials online.

16 **COMPLAINTS<sup>2</sup>**

17 **Tier I**

18 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint  
19 shall:

- 20 1. Inform the complainant of the selection procedures and make no commitments.  
21
- 22 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.  
23
- 24 3. Inform the principal (and other appropriate personnel).  
25
- 26 4. Keep challenged materials available for use during the reconsideration process.  
27

28 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal  
29 may request review of the challenged materials by an ad hoc materials review committee within fifteen  
30 (15) days. The review committee is appointed by the principal and should include certified library

1 media personnel, representatives from classroom teachers, one or more parents, and may include one  
2 or more students. The principal will inform the Director of Schools of the review committee's  
3 progress.

4 After receiving the challenged materials, the following steps should occur:

- 5 1. Read, view, or listen to the contested material in its entirety;
- 6
- 7 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 8
- 9 3. Determine the extent to which the material is appropriate for the age and maturity levels of the  
10 students who have access to the materials and whether the material is suitable for, and  
11 consistent with, the educational mission of the school; and
- 12
- 13 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the  
14 material for its strength and value.

#### 15 **Tier Two**

16 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.  
17 He/she shall review the recommendation presented by the review committee along with the principal's  
18 recommendation and make the determination whether the material is appropriate for the age and  
19 maturity levels of the students who have access to the materials and whether the material is suitable  
20 for, and consistent with, the educational mission of the school.

#### 21 **Tier Three**

22 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the  
23 material to determine whether the material is appropriate for the age and maturity levels of the students  
24 who have access to the materials and whether the material is suitable for, and consistent with, the  
25 educational mission of the school.

26 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the  
27 students who have access to them or is not suitable for, and consistent with, the educational mission of  
28 the school, the material shall be removed from the library collection.

## Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

## Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Humboldt City Board of Education

|  |   |                                  |              |
|--|---|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><b>Application and Employment</b> | Descriptor Code:<br><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 shall 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.<sup>4</sup> 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 district.<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 or a temporary permit to teach from the State Board  
24 of Education;<sup>6</sup>
- 25 2. Who has been identified by the Department of Children's Services, or on a similar registry in  
26 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or  
27 child neglect or who poses an immediate threat to the health, safety, or welfare of children;<sup>7</sup>
- 28 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
29 of Health, or on a similar registry in another jurisdiction;<sup>7</sup>
- 30 4. Who does not present a physician's certificate showing a satisfactory health record or has any  
31 contagious or communicable disease in such form that might endanger the health of school  
32 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 school 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 threat
- 12 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 After checking references and receiving written recommendations, the Director of Schools shall hire

21 and assign qualified applicants.

#### 22 *Initial Employment for Professional Employees*

23 The Director of Schools shall notify such person, in writing, of the offer and conditions of

24 employment. Upon receipt of employment notification, such person shall respond within the timeline

25 established by state law.<sup>12</sup> From the date of the written acceptance, such person is considered to be

26 under employment with the district and is subject to all rights, privileges, and duties.

#### 27 *Support Employees*

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

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

---

**Legal References**

1. TCA 49-5-406; TCA 49-5-413
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; TCA 49-5-106
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

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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  
Interim Employees 5.700  
Qualifications and Duties of the Director of Schools 5.802

# Humboldt City Board of Education

|  |   |                                  |  |
|--|---|----------------------------------|--|
| Monitoring:<br><b>Review: Annually, in<br/>January</b> | Descriptor Term:<br><br><b>Employment of Retirees</b> | Descriptor Code:<br><b>5.119</b> | Issued Date:<br>Click here to<br>enter a date. |
|  |   | Rescinds:                        | Issued:  |

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Retired members under the Tennessee Consolidated Retirement System (TCRS) may be employed for  
6 up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may  
7 substitute teach for additional days.<sup>1</sup>

8 **GENERAL EMPLOYMENT CONTRACTS**

9 The Director of Schools may employ retired teachers. Retirement benefits will not be lost or suspended  
10 under certain conditions which include, but are not limited to, the following:<sup>2</sup>  
11

- 12 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;  
13  
14 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
15 receive medical insurance coverage; and  
16  
17 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
18 Board for teachers with no experience filling similar positions or more than eighty-five percent  
19 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
20 years of experience filling similar positions.

21 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

22 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as  
23 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the  
24 following conditions:

- 25 1. The retired member has been retired for at least sixty (60) calendar days;  
26  
27 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
28 retirement allowance;  
29

1       3. The retired member is not drawing disability retirement benefits; and

2  
3       4. The retired member can't accrue additional retirement benefits.

4       The Director of Schools shall notify TCRS of the member's reemployment. Once the retired member is  
5       hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall  
6       pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the  
7       school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the  
8       retired member's pay rate.

9

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Legal References

1. TCA 8-36-805; Public Acts of 2023, Chapter No. 425
2. TCA 8-36-821; Public Acts of 2023, Chapter No. 425
3. TCA 8-36-822; Public Acts of 2023, Chapter No. 425

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Cross References

Application and Employment 5.106  
Substitute Teachers 5.701

# Humboldt City Board of Education

|  |   |                                  |   |
|--|---|----------------------------------|---|
| Monitoring:<br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><b>Family and Medical Leave</b> | Descriptor Code:<br><b>5.305</b> | Issued Date:<br>Click here to<br>enter a<br>date. |
|  |   | 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 (12) month period shall be eligible  
5 to 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 2. The placement of a child with the employee for adoption or foster care;
- 11 3. A serious health condition of the employee that makes the employee unable to perform the  
12 essential functions of his/her job position;
- 13 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and  
14
- 15 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the  
16 employee is on covered active duty or has been notified of an impending call or order to  
17 covered active duty in the Armed Forces.  
18  
19  
20

21 An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run  
22 concurrently with and be counted toward the employee's total period of FMLA leave.

## 23 MATERNITY/PATERNITY LEAVE

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run  
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible  
26 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,  
27 childbirth, and nursing of a newborn child.<sup>3</sup>  
28
- 29 2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity or paternity  
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for  
31 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher

1 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.  
2 Upon verification by a written statement from an adoption agency or other entity handling an  
3 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both  
4 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled  
5 to use such leave.<sup>4</sup>

- 6  
7 3. Spouses who are both eligible employees of the school district are limited to a combined total of  
8 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken  
9 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,  
10 or to care for a parent who has a serious health condition. Under certain circumstances, spouses  
11 who share leave for the birth or adoption of a child may be eligible for limited amounts of  
12 additional leave for other qualifying FMLA reasons.<sup>5</sup>

- 13  
14 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available  
15 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An  
16 eligible employee taking leave under this provision shall not be required to utilize any other type  
17 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,  
18 or other individuals required by law to hold a valid license of qualification for employment who  
19 have been employed with a school district full time for at least twelve (12) consecutive months.

20  
21 Employees shall provide notice to the school district thirty (30) days prior to the intended use of  
22 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,  
23 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid  
24 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be  
25 used within twelve (12) months of the qualifying event. The leave shall run concurrently with  
26 FMLA leave.<sup>6</sup>

## 27 LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>

28 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she  
29 is unable to work because of a serious health condition or to care for an immediate family member with  
30 a serious health condition. Employees shall contact Human Resources to determine if the reason for  
31 leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days'  
32 notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable,  
33 generally, either the same or next business day.

## 34 LEAVE FOR MILITARY FAMILY MEMBERS

- 35 1. *Qualifying Exigency Leave*<sup>8</sup> - Eligible employees are entitled to up to twelve (12) workweeks  
36 of leave because of any qualifying exigency arising out of the fact that the spouse, son,  
37 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been  
38 notified of an impending call to active duty, or has been notified of an impended call to active  
39 duty status in the Armed Forces. Qualifying exigencies may include:

- 40  
41 a. Issues arising from the service member's short notice deployment;  
42 b. Military events and related activities (e.g., official ceremonies, support programs);  
43 c. Making or updating financial and legal arrangements;

- d. Attending counseling;
- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave*<sup>9</sup> - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

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

The single twelve (12) month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

## INTERMITTENT LEAVE<sup>10</sup>

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

## RESTRICTIONS

### 1. Notice Requirements

- a. *Employee Notice*<sup>11</sup>- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

- 1           b. *District Notice* - Once it has been established that the leave requested qualifies for  
2 FMLA, the Director of Schools/designee shall notify the employee within three (3)  
3 business days (absent extenuating circumstances) that any leave taken pursuant to state  
4 leave statutes (paid vacation leave, personal leave, sick leave, or workers'  
5 compensation) shall run concurrently with FMLA leave.<sup>12</sup> The notice may be given  
6 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
7 the following pay day.<sup>13</sup>

8  
9           2. Certification Requirement<sup>14</sup>

- 10  
11           a. The Director of Schools may require that a request for leave be supported by  
12 certification issued by a health care provider with the following information:  
13  
14               i. The date on which the serious health condition commenced;  
15               ii. The probable duration of the condition;  
16               iii. The appropriate medical facts within the knowledge of the health care provider  
17               regarding the condition; and  
18               iv. A statement that the eligible employee is needed to care for the son, daughter,  
19               spouse, or parent and an estimate of the amount of time that such employee is  
20               needed.  
21  
22           b. If there is any reason to doubt the validity of the certification provided, the Director of  
23 Schools may require, at the expense of the school district, an opinion of a second health  
24 care provider.

25  
26           3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

- 27  
28           a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of  
29 Schools may require the employee to continue taking leave until the end of the term if  
30 the leave is at least three (3) weeks of duration and the return of employment would  
31 occur during the three (3) week period before the end of the term.  
32  
33           b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools  
34 may require the employee to continue taking leave until the end of the term if the leave  
35 is greater than two (2) weeks duration and the return to employment would occur during  
36 the two (2) week period before the end of the term.

37           **REQUIREMENTS OF THE BOARD**<sup>16</sup>

- 38           1. The employee shall be restored to the same position of employment or an equivalent position  
39           with no loss of benefits, pay, or other terms of employment.  
40           2. The employee shall be kept under any group health plan for the duration of the leave.  
41           3. The Board may recover the premium paid under the following conditions:  
42               a. The employee fails to return from leave after the period of leave has expired; and  
43

1  
2  
3  
4

- b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the 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. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 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:<br><b>Review: Annually,<br/>in January</b> | Descriptor Term:<br><b>Physical Assault Leave</b> | Descriptor Code:<br><b>5.307</b> | Issued Date: |
|  |   | Rescinds:                        | Issued:      |

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or  
 2 other violent criminal acts committed in the course of the teacher's employment duties shall receive  
 3 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or  
 4 his/her physician determines the teacher is permanently unable to return to work. If the teacher receives  
 5 workers' compensation or other similar benefits, the Board shall pay the difference between that amount  
 6 and the teacher's full salary.<sup>1</sup>

7 A signed statement listing the cause of the absence shall be provided by the employee on forms  
 8 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in  
 9 support of all claims. A certificate from the physician on forms furnished by the Director of Schools  
 10 may also be required to verify the extent of the injury.<sup>2</sup>

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Legal References

1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

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Cross References

- Worker's Compensation 3.602  
 Sick Leave 5.302  
 Long Term Leaves of Absence 5.304

# Humboldt City Board of Education

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

- 1 In fulfilling any rights and responsibilities, employees shall give proper consideration to the  
2 educational welfare of students and ensure that no conflict exists with their duties.
- 3 Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious  
4 discrimination/harassment.<sup>1</sup>
- 5 Educators have the right to:<sup>2</sup>
- 6
  - 7 1. Be treated with civility and respect as well as having his/her professional judgement and  
8 discretion respected;
  - 9
  - 10 2. Have their professional judgment and discretion respected;
  - 11
  - 12 3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or  
13 appropriate agencies;
  - 14
  - 15 4. Provide students with a safe environment;
  - 16
  - 17 5. Defend themselves and their students from physical violence or harm;<sup>3</sup>
  - 18
  - 19 6. Share information regarding a student's educational experience, health, or safety with the  
20 student's parent(s)/guardian(s) unless otherwise prohibited;<sup>4</sup>
  - 21
  - 22 7. Review all instructional material or curriculum before being utilized by students;
  - 23
  - 24 8. Not be required to use his/her personal money to appropriately equip a classroom;
  - 25
  - 26 9. Report students who commit offenses of assault and battery or vandalism on school property  
27 endangering the life, health, or safety of others pursuant to state law;<sup>5</sup> and
  - 28
  - 29 10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to  
30 a physical assault or other violent criminal act committed during the course of employment.<sup>6</sup>
- 31 Each staff member has the responsibility to:
- 32 1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and  
33 the procedures designed to implement them;

- 1        2. To adhere to the Teacher Code of Ethics, to the extent applicable;<sup>7</sup>
- 2        3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 3        students and the students' right to know;
- 4        4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
- 5        members of the public;
- 6        5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 7        State Board of Education rules and regulations, board policy, and administrative procedures; and
- 8        6. Wear appropriate dress for work according to local school rules.

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**Legal References**

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

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**Cross References**

Curriculum Development 4.200  
Controversial Issues 4.800  
Religious Content of Courses 4.804  
Staff-Student Relations 5.610  
Ethics 5.611

# Humboldt City Board of Education

|  |   |                                  |              |
|--|---|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in March</b> | Descriptor Term:<br><b>Home Schools</b> | Descriptor Code:<br><b>6.202</b> | Issued Date: |
|  |   | Rescinds:                        | Issued:      |

## 1 *General*

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home  
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization  
4 that conducts church-related schools<sup>1</sup> are exempt from the following provisions but shall follow  
5 procedures issued by the State Department of Education.

6 A parent/guardian wishing to conduct a home school shall meet the following requirements:<sup>2</sup>

- 7 1. Provide annual notice to the Director of Schools before the commencement of each school year of  
8 the intent to conduct a home school;
- 9 2. Submit to the Director of Schools the name, number, age, grade level of children involved, location  
10 of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the  
11 parent-teacher;
- 12 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as  
15 required by state law;<sup>3</sup>
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board  
17 of Education;<sup>4</sup>
- 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner  
19 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
- 20 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 21 9. Submit proof to the Director of Schools that other health services and examinations as required by  
22 state law have been received by the home school student; and
- 23 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,  
24 employ a tutor having the same qualifications as required of parent-teacher.

25 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take  
26 formal action to bring the child into compliance with the compulsory attendance law (until the child has  
27 reached age seventeen (17), either in the home school or in a public, private, or church-related school).

**1 FACILITIES USE**

2 School facilities shall be available for home school instruction only when all of the following conditions  
3 exist:

- 4 1. Special needs courses are being taught which require services unavailable to the home school  
5 student;
- 6 2. These services cannot be provided through any means other than the schools;
- 7 3. Requests for services are made known by the home school parent when notice is given to the  
8 Director of Schools of the intent to conduct a home school;
- 9 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 10 5. No overcrowding, additional expenses, including providing transportation, or other special  
11 situations which interfere with the normal operation of the school district shall be incurred; and
- 12 6. Approval by the Board shall be on a case-by-case basis.

**13 RECORD ACCEESS**

14 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the  
15 home school inspected at least two (2) times each school year in order to provide assistance in  
16 implementing the compulsory attendance law.

**17 STUDENT PERFORMANCE<sup>5</sup>**

18 The Director of Schools shall develop administrative procedures regarding necessary consultations  
19 with home school parents in regard to student performance.

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**Legal References**

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter  
No. 114
5. TCA 49-6-3050(b)(6)

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**Cross References**

Compulsory Attendance Ages 6.201

# Humboldt City Board of Education

|  |  |                                  |              |
|--|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in March</b> | Descriptor Term:<br><b>Code of Conduct</b> | Descriptor Code:<br><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.<sup>1</sup> Codes of conduct for students in pre-  
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI<sup>2</sup>B, behavior  
4 intervention plan and trauma informed practices. Exclusionary discipline shall only be used as a  
5 measure of last resort.<sup>2</sup> The development of each code shall involve principals and staff members of  
6 each level and shall be based on evidence-based behaviors supports and interventions.<sup>3</sup>

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
8 protect all members of the educational community in the exercise of their rights and duties and to  
9 maintain a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These  
10 misbehaviors apply to student conduct on school buses, on school property, and while students are on  
11 school-sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall  
12 ensure that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
16 allowed at school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: **restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports,**  
26 **behavior intervention plans** and trauma informed practices. Principals shall use appropriate discipline  
27 management techniques when enforcing the code of conduct.

## 28 MISBEHAVIORS: LEVEL I

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
30 guidelines or interferes with the orderly operation of the school but which can usually be handled by an  
31 individual staff member.

32 *Examples (not an exclusive listing)*

- 1 • Classroom disturbances
- 2 • Classroom tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Failure to do assignments or carry out directions
- 6 • Wearing, while on the grounds of a public school during the regular school day,
- 7 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 8 learning environment<sup>6</sup>
- 9 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 10 cyber-bullying, and/or hazing)

### 11 *Disciplinary Procedures*

- 12 • The staff member intervenes immediately.
- 13 • The staff member determines what offense was committed and its severity.
- 14 • The staff member determines who committed the offense and if the student understands
- 15 the nature of the offense.
- 16 • The staff member employs appropriate disciplinary options.
- 17 • The record of the offense and disciplinary action shall be maintained by the staff
- 18 member.

### 19 *Disciplinary Options*

- 20 • Verbal reprimand
- 21 • Special assignment
- 22 • Restricting activities
- 23 • Counseling
- 24 • Withdrawal of privileges
- 25 • Issuance of demerits
- 26 • Strict supervised study
- 27 • Detention
- 28 • In-school suspension
- 29 • Behavior intervention plan

## 30 **MISBEHAVIORS: LEVEL II**

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

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

- 36 • Continuation of unmodified Level I misbehaviors
- 37 • Using forged notes or excuses
- 38 • Disruptive classroom behavior

1            *Disciplinary Procedures*

- 2            • The student is referred to the principal for appropriate disciplinary action.
- 3            • The principal meets with the student and the staff member.
- 4            • The principal hears the accusation made by the staff member and allows the student the
- 5            opportunity to explain his/her conduct.
- 6            • The principal takes appropriate disciplinary action and notifies the staff member of the
- 7            action.
- 8            • The record of offense and disciplinary action shall be maintained by the principal.

9            *Disciplinary Options*

- 10           • Teacher/schedule change
- 11           • Peer counseling
- 12           • Referral to outside agency
- 13           • In-school suspension
- 14           • Transfer
- 15           • Detention
- 16           • Suspension from school-sponsored activities or from riding school bus
- 17           • Out-of-school suspension
- 18           • Behavior intervention plan

19   **MISBEHAVIORS: LEVEL III**

20   This level includes acts directly against persons or property but whose consequences do not seriously

21   endanger the health or safety of others in the school.

22            *Examples (not an exclusive listing)*

- 23           • Continuation of unmodified Level I and II misbehaviors
- 24           • Fighting
- 25           • Vandalism (minor)
- 26           • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 27           alcohol
- 28           • Use, possession, sale, or distribution of drug paraphernalia
- 29           • Use, sale, distribution, and/or being under the influence of drugs
- 30           • Stealing
- 31           • Threats to others
- 32           • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 33           cyber-bullying, and/or hazing)

34            *Disciplinary Procedures*

- 35           • The student is referred to the principal for appropriate disciplinary action.
- 36           • The principal meets with the student and the staff member.

- 1           • The principal hears the accusation and allows the student the opportunity to explain
- 2           his/her conduct.
- 3           • The principal takes appropriate disciplinary action and notifies the staff member of the
- 4           action.
- 5           • The principal may refer the incident to the Director of Schools and make
- 6           recommendations for consequences.
- 7           • The record of offense and disciplinary action shall be maintained by the principal.

### 8           *Disciplinary Options*

- 9           • In-school suspension
- 10          • Detention
- 11          • Restitution from loss, damage, or stolen property
- 12          • Out-of-school suspension
- 13          • Social adjustment classes
- 14          • Transfer
- 15          • Behavior intervention plan

### 16        **MISBEHAVIORS: LEVEL IV**

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

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

### 24        *Examples (not an exclusive listing)<sup>8</sup>*

- 25          • Continuation of unmodified Level I, II, and III misbehaviors
- 26          • Death threat
- 27          • Threat of mass violence on school property or at a school-related activity\*
- 28          • Extortion
- 29          • Bomb threat\*
- 30          • Possession, use, and/or transfer of dangerous weapons
- 31          • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 32          employee of the school, or a school resource officer\*
- 33          • Aggravated assault\*
- 34          • Vandalism
- 35          • Theft, possession, and/or sale of stolen property
- 36          • Arson
- 37          • Possession of unauthorized substances (e.g., any controlled substance, controlled
- 38          substance analogue, or legend drug)\*
- 39          • Use or transfer of unauthorized substances

- 1 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 2 cyber-bullying, and/or hazing)
- 3 • Electronic threat to cause bodily injury or death to another student or school employee

#### 4 *Disciplinary Procedures*

- 5 • The principal confers with appropriate staff members and with the student.
- 6 • The principal hears the accusations and allows the student the opportunity to explain
- 7 his/her conduct.
- 8 • The parent(s)/guardian(s) are notified.
- 9 • Law enforcement officials are contacted.
- 10 • The incident is reported, and recommendations are made to the Director of Schools.
- 11 • The principal notifies the staff members of the resolution.
- 12 • If the student's placement is to be changed, adequate notice of the charges shall be
- 13 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 14 hearing.

#### 15 *Disciplinary Options*

- 16 • Other hearing authority or Board action which results in appropriate placement
- 17 • Behavior intervention plan

18 \* Designates zero tolerance offenses.

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#### Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

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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  
 Title IX & Sexual Harassment 6.3041  
 Interference/Disruption of School Activities 6.306  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Code 6.310  
 Corporal Punishment 6.314  
 Detention 6.315  
 Suspension 6.316  
 Safe Relocation of Students 6.4081

# Humboldt City Board of Education

|  |  |                                      |   |
|--|--|--------------------------------------|---|
| Monitoring:<br><br><b>Review: Annually,<br/>in March</b> | Descriptor Term:<br><br><b>Zero Tolerance Offenses</b> | Descriptor Code:<br><br><b>6.309</b> | Issued Date:<br>Click here to<br>enter a<br>date. |
|  |  | Rescinds:                            | Issued:   |

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

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
- 4
- 5 2. Unlawful possession of any drug, including any controlled substance, controlled substance
- 6 analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
- 7
- 8 3. Aggravated assault;<sup>4</sup>
- 9
- 10 4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator, any other
- 11 employee of the school, or school resource officer; or
- 12
- 13 5. Threats of mass violence on school property or at a school-related activity.<sup>6</sup>

14 Committing any of these offenses shall result in a student being expelled from the regular school  
 15 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
 16 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
 17 offenses may be assigned to an alternative school or program at the discretion of the Director of  
 18 Schools.<sup>7</sup>

19 When it is determined that a student has violated this policy, the principal shall notify the student's  
 20 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.<sup>8</sup>

Legal References

- 1. TCA 49-6-3401(g)
- 2. 18 USCA § 921(a)(3); 20 USCA § 7961
- 3. TCA 39-17-454; TCA 53-10-101
- 4. TCA 39-13-102
- 5. TCA 39-13-101(a)(1)
- 6. TCA 39-16-517; Public Acts of 2023, Chapter No. 299
- 7. TCA 49-6-3401(g)(2); TCA 49-6-3402
- 8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

# Humboldt City Board of Education

|  |  |                                  |              |
|--|--|----------------------------------|--------------|
| Monitoring:<br><b>Review: Annually,<br/>in March</b> | Descriptor Term:<br><b>Alternative Education</b> | Descriptor Code:<br><b>6.319</b> | Issued Date: |
|  |  | Rescinds:                        | Issued:      |

## 1 *General*<sup>1</sup>

2 The Board shall operate an alternative school and/or program for students in grades seven through  
3 twelve (7-12) who have been suspended or expelled from the regular school program.

4 An alternative school is a short-term intervention program designed to provide educational services  
5 outside the regular school program for students who have been suspended or expelled. The alternative  
6 school is located in a separate facility from the regular school program.

7 The alternative school and/or program shall be operated in accordance with state laws and the rules of  
8 the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with  
9 the instructional program at the student's regular school. The Director of Schools shall develop  
10 procedures that provide appropriate educational opportunities for all students assigned to the  
11 alternative school or program. These educational opportunities shall adhere to Tennessee's academic  
12 standards.<sup>2</sup>

## 13 **ASSIGNMENT**

14 Students who have been suspended for more than ten (10) days or expelled shall be assigned to the  
15 alternative school or program if there is staff and space available.<sup>3</sup> Availability of staff and space shall  
16 be determined at the time the disciplinary decision is rendered. The Director of Schools/designee shall  
17 make this determination by evaluating factors including, but not limited to, the following:

- 18 1. Level of supervision available;
- 19
- 20 2. Safety considerations; and
- 21
- 22 3. Type of infraction.

23 The Director of Schools/designee is not required to assign a student to the alternative school or program  
24 if the student committed one of the following:

- 25 1. A zero tolerance offense;<sup>4</sup> or
- 26
- 27 2. An offense of violence or threatened violence, or an offense that threatened the safety of other  
28 students at the school if the location of the alternative school or program is on the same grounds  
29 as the school from which the student was disciplined or assigning the student to that location  
30 would endanger the safety of the students or staff.<sup>5</sup>

1 Consideration to assign these students to the alternative school or program will be determined by the  
2 Director of Schools/designee on a case-by-case basis.

3 Prior to the assignment of the student to the alternative school or program, the Director of  
4 Schools/designee shall provide written notice to the student's parent/guardian stating the reason for the  
5 student's placement.<sup>6</sup>

6 Placement in an alternative education setting shall be reserved for students who significantly disrupt  
7 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is  
8 suspected of having a disability, all state and federal laws and rules and regulations related to special  
9 education shall be followed. The Director of Schools/designee shall develop procedures regarding  
10 placement of students in the program, taking into consideration the impact of exclusionary discipline  
11 practices.<sup>7</sup>

12 The Director of Schools/designee shall monitor and regularly evaluate the academic progress of each  
13 student enrolled in the alternative school.

#### 14 **REMOVAL<sup>8</sup>**

15 A student may be removed from the alternative school or program if:

- 16 1. He/she violates the rules of the alternative school or program; or
- 17 2. He/she is not benefitting from the assignment and all interventions have been exhausted  
18 unsuccessfully.  
19

#### 20 **ADDITIONAL OFFENSES<sup>9</sup>**

21 Any new disciplinary offense committed during a student's original suspension or expulsion period  
22 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the  
23 original suspension or expulsion.

#### 24 **TRANSITION PLAN<sup>10</sup>**

25 The Director of Schools/designee shall develop procedures regarding the implementation of transition  
26 plans for the integration of students assigned to the alternative school.

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Special Education 4.202  
Virtual Education Program 4.212  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Special Education Students 6.500

### New Hires

Edward Agnew - Custodian, East  
Rhonda Kirby-Bryant - Health Science - Therapeutic Services, HJSHS  
Rebecca Campbell - 5th Grade ELA/Social Studies  
Malik Cross - PE, East  
William Denman - Geometry, HJSHS  
Tekia Denwiddie - ESL, East/HJSHS  
Charity Edwards - Bookkeeper, Stigall  
Kimberly Harvey - ESL/Special Services Coordinator  
Rhonda Jones - 12th Grade ELA, HJSHS  
Tiffany Madden - Pre K, Stigall  
Quantavius Mathis - 7th Grade Math, HJSHS  
Ardith Lynn Myers - 5th ELA/Social Studies, East  
La'Quanta Perry - 4th Math/Science, East  
James Petty - 5th Grade Math & Science, East  
Joann Reed - Sp. Ed. EA, East  
Brooke Robinson - Kindergarten, Stigall  
Shirley Scott - Attendance Clerk/Secretary  
Yasmine Sowell - Sp. Ed. EA, East  
Traci Spencer - 1st Grade, Stigall  
Kahan Swift - Educational Assistant, East  
Tabitha Cross - Finance Director  
Kaisey Taylor - Kindergarten, Stigall  
Traci Tate - Biology, HJSHS  
Arthur Weaver - 6th Grade Math, East  
Glenda Deberry - Bridge Math, HJSHS  
Angela Reid - Library, East  
Asia Wade - 4th Grade ELA/SS, East  
Brittaney Williams - 8th Grade Social Studies

### Resignations

William Arnold - Geometry, HJSHS  
Danielle Bennett - 4th ELA, SS - East  
Sheila Buick - Health Therapeutic Services, HJSHS  
Carla Brown - Sp. Ed. - Stigall  
Devonna Burnett, 6th Grade, East  
Hannah Carter - Sp. Ed. EA, East  
Julie Cartwright - PE, Stigall Primary  
Brad Davis - Finance Director, Central Office  
Keli Gooch - Behavioral Specialist - System Wide  
Sally Hernandez - ESL  
Teresa Holloway - Cafeteria, East  
Viktoria Horton - Kindergarten, Stigall  
Sarah Jones - Sp. Ed. Teacher, East  
Randy Kennedy - History, HJSHS  
Debbie Lambert - Assist. Principal, HJSHS  
Lilian McFadden - Pre K EA, Stigall  
Sheila McFadden - Kindergarten, Stigall  
Charity Pankey - 7th Grade Math, HJSHS  
Angela Rainer - 5th Grade, East  
Katrina Smith - English, HJSHS  
Kim Stearny - ESL, East/HJSHS  
Frank Thomas - Sp. Ed. Teacher, East  
Tonya Twyman - ELA Teacher, HJSHS

## Non Renewals

LaShonda Patterson, Bookkeeper-Stigall

## Transfers

Kelly Vonner - Algebra II @ HJSHS to Assistant Principal @ HJSHS  
Richard Coday - Special Ed Teacher @ East to English I @ HJSHS  
Melissa Dittmer-Bennett - Librarian @ East to Librarian @ HJSHS  
Kevin Doan - 8th Grade Social Studies @ HJHS to Algebra I @ HJSH  
Treyvon Brown - Sp. Ed. EA @ East to 7th Grade Social Studies @ HJSHS  
Charlencia Taylor - 7th Grade Social Studies to 9th-12th US History @ HJSHS  
Brandi Martz - Pre-K Teacher @ Stigall to Instructional Coach @ Stigall  
Christine Holmes - 2nd Grade Teacher @ East to Kindergarten Teacher @ Stigall  
Samuel Pyron - 6th Grade Social Studies Teacher @ East to Sp. Ed. Inclusion Teacher @ HJSHS  
Terissa Rutherford - RTI/Library/BTC @ HJSHS to Innovative School Model Coordinator/BTC @ HJSHS  
Sharon McIlwain - Learning Loss Coach/BTC @ HJSHS to Instructional Interventionist @ HJSHS  
Sheena Parker - 6th Grade Teacher @ East to Learning Loss Interventionist @ HJSHS  
LaQuisha Webb - Instructional Coach @ Stigall to Instructional Coach @ East  
Sheri Hopper - Instructional Coach @ East to 6th Grade Teacher @ East  
Star Powell - Bookkeeper @ Stigall to Food Service Administrative Assistant @ CO  
LaShonda Patterson - Bookkeeper @ East to Bookkeeper @ Stigall  
Sonya Melton - Attendance Clerk @ East to Attendance Clerk @ HJSHS  
Tamara Moore - Attendance Clerk @ HJSHS to Bookkeeper @ East  
Mindy Bufford - Lead Sp. Ed. Intervention/District Testing @ HJSHS to Lead Sp. Ed. Intervention/District Testing @ East  
Carla Brown - Sp. Ed. CDC Teacher @ HJSHS to Sp. Ed. Teacher @ Stigall  
Richard Coday - Sp. Ed. Teacher @ HJSHS to Sp. Ed. Inclusion Teacher @ East  
April Henley - Lead Sp. Ed. Teacher @ East to Lead Jr. High Sp. Ed. Teacher @ HJSHS  
Justin Parrish - Sp. Ed. Teacher @ East to Sp. Ed. CDC Teacher @ East  
Rhonda Randolph - Sp. Ed. CDC Teacher @ East to Sp. Ed. CDC Teacher @ HJSHS  
Craig Pettigrew - Sp. Ed. Teacher @ HJSHS to High School Lead Sp. Ed. Inclusion Teacher @ HJSHS  
Frank Thomas - Biology Teacher @ HJSHS to Sp. Ed. Inclusion Teacher @ East  
Jacques Harris - Sp. Ed. EA @ East to Sp. Ed. Kindergarten EA @ Stigall  
Treyvon Brown - Sp. Ed. Inclusion EA @ HJSHS to Sp. Ed. Inclusion EA @ East  
Karen Patrick - Sp. Ed. EA @ Stigall to High School Sp. Ed. EA @ HJSHS  
Hannah Carter - Sp. Ed. EA @ Stigall to Sp. Ed. EA @ East  
Vernita Epperson - Part-Time Custodian @ East to Part-Time Custodian @ Stigall  
Tiffany Pettigrew - District Level RTI Instructor to School Level RTI Instructor @ East  
Laticia Hicks - 1st Grade Teacher @ Stigall to Librarian/RTI @ Stigall  
Kaitlyn Starks - Librarian/RTI @ Stigall to P.E. @ Stigall  
Genevieve Harmann - Kindergarten @ Stigall to Pre-K @ Stigall