

**School Board Meeting
September 7, 2023 5:30 PM
HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. August 2023 Bills
 - B. August 2023 Financial Report
 - C. August 10, 2023 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
 - A. TSBA Superintendent Evaluation Instrument
 - B. Board Policy Update - 1st Reading
 - 1. 4.700 Testing Programs
 - C. Board Policy Updates - 2nd 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
 - D. Superintendent's Report
 - 1. BlueCross BlueShield Healthy Place Grant Application
 - 2. Personnel Report
 - E. 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.**

- VI. Adjournment

School Board Meeting

August 10, 2023 5:30 PM
HJSHS Library

Attendance Taken at 5:30 PM.

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

Also present: Dr. Janice Epperson, Superintendent

I. Call to Order

II. Moment of Silence

III. Roll Call

IV. Consent Agenda

Motion passed: Motion to approve the Consent Agenda as presented passed with a motion by Mr. Wayne McLemore and a second by Mr. Leon McNeal.

Rev. Mark Hodge: Absent
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 3, Nay: 0, Absent: 2

A. July 2023 Bills

B. July 2023 Financial Report

C. July 6, 2023 Regular Board Meeting

V. Agenda Approval

Motion passed: Motion to amend the agenda removing item VI-C Discussion with possible action on VEEO Services agreement and item VI-D Discussion with possible action on VEEO Payment Plan Agreement from the regular agenda passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Absent
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 3, Nay: 0, Absent: 2

VI. Regular Agenda

A. 2023 Fall District Meeting

The 2023 Fall District TSBA meeting will be Tuesday, September 19, 2023 at Bradford High School.

B. 2023 TSBA Leadership Conference & Convention

The 2023 TSBA Leadership Conference & Convention will be held November 16-19, 2023 at the Gaylord Opryland Resort & Convention Center.

C. Discussion with possible action on VEEQ Services agreement

D. Discussion with possible action on VEEQ Payment Plan Agreement

E. TCAP & EOC Weighted Percentages Revised

Motion passed: Motion to approve changing the weighted percentages for TCAP & EOC scores to 5% for grades 3-6 and 15% for grades 7-8 and 9-12 passed with a motion by Mr. Wayne McLemore and a second by Mr. Leon McNeal.

Rev. Mark Hodge: Absent

Mr. Terry Johnson: Absent

Mr. Wayne McLemore: Yea

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Yea

Yea: 3, Nay: 0, Absent: 2

F. Board Policy Updates - 1st Reading

The following policies were presented for the first 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

- Welcome back to school!
- Our mission and vision statements will be shared at the beginning of every meeting conducted by school leaders.

- The first day of school was a success with many thanks to the Churches and community leaders who helped welcome back the students.
- New curriculum for this year: Math using SAVVAS Learning
- Accountability Data
- ESSER Updates
- Glass Lab - Growing Leaders with the Ability to Succeed in Society
- Literacy Updates and grants that have been secured
- Portrait of a Viking Graduate
- What is a Viking.... Visionary, Innovative, Knowledgeable. Inspiring, Noble, Graduate, Scholar 4 Life

1. Personnel Report

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

XI. 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.

XII. Adjournment

Motion passed: Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Ms. Valeria Wedley.

Rev. Mark Hodge: Absent
 Mr. Terry Johnson: Absent
 Mr. Wayne McLemore: Yea
 Mr. Leon McNeal: Yea
 Ms. Valeria Wedley: Yea
 Yea: 3, Nay: 0, Absent: 2

Valeria Smith-Wedley, Chairman Date

Dr. Janice Epperson, Superintendent Date

**Humboldt DOS Performance Evaluation –
Board Observational Data**

Board Observational Data	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
BOARD RELATIONSHIPS						
1. Keeps all board members informed on issues, needs and operation of the school system.						
2. Keeps board informed of employment, promotion, and dismissal of personnel.						
3. Has a harmonious relationship with the board.						
4. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.						
5. Maintains a high degree of understanding and respect between staff and the board.						
6. Interprets and executes the intent of board policy.						
7. Seeks and accepts constructive criticism of work.						
8. Supports board policy and actions to the public and staff.						
9. Remains impartial toward the board, treating all board members alike.						
10. Refrains from criticism of individual or group members of the board.						
11. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve such difference immediately.						
12. Bases position with regard to matters discussed by the board upon principle, and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time the superintendent supports the decision of the board, as long as he/she remains in its employ.						
Total Mean Score for Board Relationships						

	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
COMMUNITY RELATIONSHIPS						
1. Is an effective spokesperson for the school system.						
2. Models the highest professional standards to the community.						
3. Builds public support for the school district.						
4. Develops cooperative relationships with the news media.						
5. Works effectively with public and private agencies.						
6. Uses information about family and community concerns, expectations, and needs regularly.						
7. Secures available community resources to help the school district solve problems and achieve goals.						
8. Establish partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school district goals.						
9. Treats community stakeholders equitably.						
10. Recognizes and values diversity.						
11. Uses public resources and funds appropriately and wisely.						
12. Models community collaboration for staff.						
13. Encourages parental involvement.						
Total Mean Score for Community Relationships						
	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
STAFF AND PERSONNEL RELATIONSHIPS						
1. Develops good staff morale and loyalty to the system.						
2. Treats all personnel fairly.						
3. Delegates authority to staff members appropriately.						
4. Recruits and assigns the best available personnel.						
5. Organizes a planned program of staff evaluation.						
6. Offers professional development that is focused on student learning consistent with the school districts vision and goals.						
7. Considers diversity in developing learning experiences.						
8. Uses technologies in teaching and learning.						
Total Mean Score for Staff and Personnel Relationships						

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
FACILITIES AND FINANCE						
1. Demonstrates knowledge of school facilities and develops a process that builds support for buildings' needs.						
2. Ensures the maintenance of school property and the safety of personnel and property.						
3. Provides accurate and timely reports to the board on the financial condition of the school system.						
4. Ensures that expenditures are within the limits approved by the board.						
5. Evaluates financial needs and makes recommendations for adequate financing.						
6. Ensures that the school plant, equipment and support systems operate safely, efficiently, and effectively.						
7. Uses technology effectively to manage school operations.						
8. Manages fiscal resources of the school responsibly, efficiently, and effectively.						
9. Creates and maintains a safe, clean, and aesthetically pleasing environment at all schools.						
Total Mean Score for Facilities and Finance						
	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
VISION						
1. Works effectively with board, staff, and community to develop long- range strategic plans.						
2. Keeps board and community informed of progress towards long- range goals.						
3. Facilitates a community informed of progress towards long-range plans.						
4. Clearly articulates system's vision, mission and priorities to community and media.						
5. Inspires others to achieve the vision of the school system.						
6. Recognizes and celebrates the contributions of school community members to the realization of the vision.						
7. Ensures that the vision shapes the educational programs, plans, and activities.						
8. Uses assessment data related to student learning to develop the school district vision and goals.						
9. Uses relevant demographic data pertaining to students and their families in developing the school district mission and goals.						
10. Seeks and obtains needed resources to support the implementation of the school district mission and goals.						
11. Monitors, evaluates and advises the vision, mission, and implementation plans regularly.						
Total Mean Score for Vision						

	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
STUDENT ACHIEVEMENT						
1. Develops, implements, promotes and monitors continuous improvement in student achievement.						
2. Applies effective methods of providing, monitoring, evaluating and reporting student achievement.						
3. Promotes academic rigor and excellence for students so that they are college and career ready.						
4. Maintains a current knowledge of developments in curriculum and instruction and ensures that the instructional program is rigorous and relevant.						
5. Reviews, reports and reacts appropriately to state accountability measures.						
6. Identifies, clarifies and addresses barriers to student learning.						
7. Recognizes and celebrates student accomplishments.						
Total Mean Score for Student Achievement						
	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
MANAGEMENT AND OPERATIONS						
1. Recognizes, studies and applies emerging trends as appropriate.						
2. Ensures that operational plans and procedures to achieve the vision and goals of the school district are in place.						
3. Manages time to maximize attainment of organizational goals.						
4. Identifies potential problems and opportunities.						
5. Confronts and resolves problems in a timely manner.						
6. Aligns financial, human, and material resources to the goals of school district.						
7. Involves stakeholders in decisions affecting schools.						
8. Uses effective problem-framing and problem-solving skills.						
9. Uses effective conflict resolution skills.						
10. Uses effective group-process and consensus building skills.						
11. Uses effective communication skills.						
12. Participates in professional learning that is aligned with strategic plan and enhances leadership skills.						
Total Mean Score for Management and Operations						

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
INTEGRITY, FAIRNESS AND ETHICS						
1. Examines personal and professional values.						
2. Demonstrates a personal and professional code of ethics.						
3. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.						
4. Serves as a role model.						
5. Accepts responsibility for school operations.						
6. Considers the impact of one's administrative practices on others.						
7. Uses the influence of the office to enhance the educational program rather than for personal gain.						
8. Treats people fairly, equitably, and with dignity and respect.						
9. Protects the rights and confidentiality of students and staff.						
10. Demonstrates appreciation for and sensitivity to the diversity in the school community.						
11. Recognizes and respects the legitimate authority of others.						
12. Examines and considers the prevailing values of the diverse school community.						
13. Expects that others in the school community will demonstrate integrity and exercise ethical behavior.						
14. Fulfills legal and contractual obligations.						
15. Applies laws and procedures fairly, wisely, and considerately.						
Total Mean Score for Integrity, Fairness and Ethics						
	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations	0 – I Don't Know
POLITICAL/SOCIAL/CULTURAL CONTEXT						
1. Ensures that the environment in which schools operate is influenced on behalf of students and their families.						
2. Ensures that communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate.						
3. Ensures that there is ongoing dialogue with representatives of diverse community groups.						
4. Ensures that the school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities.						
5. Ensures that lines of communication are developed with decision- makers outside the school community.						
Total Mean Score for Political/Social/Cultural Context						

Signature: _____

Date: _____

Humboldt City Board of Education

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

1 *General*

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

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

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

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

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores shall be included in students' final grades as follows:

- 5 1. Grades 3-6 – 5 %
- 6 2. Grades 7-8 – 15 %
- 7 3. Grades 9-12 – 15 %

8 The Humboldt City School System shall use the following methodology: cube root .

9 The Director of Schools may exclude these scores from students' final grades if results are not received
10 by the district at least five (5) instructional days before the end of the course.^{4,5}

11 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

12 Interest inventories shall be made available to 7th graders. These will include assessments such as the
13 Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

14 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
15 school plan of study. Upon receiving the results from these assessments, the school shall provide students
16 with information on any available career and technical education opportunities in which the student is
17 eligible to participate in.

18 **TESTING INFORMATION AND PARENTAL CONSENT**

19 Any test directly concerned with measuring student ability or achievement through individual or group
20 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
21 of the district without first obtaining written consent of the parent(s)/guardian(s).²

22 Results of all group tests shall be recorded on students' permanent records and shall be made available
23 to appropriate personnel in accordance with established board policies.⁷

24 No later than July 31st of each year, the Board shall publish on its website information related to state
25 and board mandated tests that will be administered during the school year. The information shall
26 include:⁸

- 27 1. The name of the test;
- 28
- 29 2. The purpose and use of the test;
- 30
- 31 3. The grade or class in which the test will be administered;
- 32
- 33 4. The tentative date or dates that the test will be administered;
- 34

- 1 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
2 of the test;
3
4 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
5 required tests; and
6
7 7. If a board mandated test, how the test complements and enhances student instruction and
8 learning and how it serves a purpose distinct from state-required tests.

9 Testing information shall also be placed in student handbooks or other school publications that are
10 provided to parent(s)/guardian(s) on an annual basis.

11 **TESTING TRANSFER STUDENTS FOR GRADE PLACEMENT OR AWARDING CREDIT⁹**

12 Students transferring from a Category IV church-related school, Category V private school, or home
13 school shall be awarded credit upon completion of a written exam. These exams shall be approved,
14 administered, and graded by the school's principal/designee. Upon request from a parent/guardian,
15 student scores from a nationally standardized achievement test in the relevant subject shall be accepted
16 as a substitute for these exams.

17 For students in grades one through eight (1-8), the exam shall only cover the last grade completed. For
18 students in grades nine through twelve (9-12), the exam shall only cover the last course completed by
19 the student (for example, if a student has completed English I, II, and III, the examination shall only
20 cover English III).

21 The Director of Schools shall provide notice to parent(s)/guardian(s) of these exams.

22 **HIGH SCHOOL CREDIT EXAM FOR ELIGIBLE COURSES¹⁰**

23 A student in grades nine through twelve (9-12) may receive credit for an eligible course in which the
24 student is not enrolled but attains a qualifying score on the eligible course's credit exam. The
25 qualifying scores for these exams shall be presented to the Board at the July board meeting.

26 The Director of Schools/designee shall be responsible for determining which eligible courses will have
27 a credit exam and shall provide high school students each semester the opportunity to take a credit
28 exam for an eligible course offered. Each eligible course's credit exam shall be administered to any
29 student seeking course credit during the first two weeks of the school year as determined by the
30 principal. Before taking a credit exam, the student shall be notified of the qualifying score needed to
31 receive credit for the eligible course and the grade that will be included in his/her overall grade point
32 average if the student achieves a qualifying score on the credit exam. A student may only take a credit
33 exam once.

- 1 A student may take up to four (4) exams, earning no more than four (4) credits that will be applied to
- 2 the student's graduation requirements and be included in the student's overall grade point average.
- 3 The Director of Schools/designee shall provide information on these exams to the Department of
- 4 Education at the end of the school year per state law.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103
9. TRR/MS 0520-07-01-.03(3)
10. Public Acts of 2023, Chapter No. 269; State Board of Education Policy 2.103

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Members	Descriptor Code: 1.102	Issued Date:
		Rescinds:	Issued:

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

2 **NUMBER OF MEMBERS¹**

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.¹
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;² 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.¹

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.³

19 **TERMS OF OFFICE**

20 Members of the Board shall serve four (4) year terms.¹

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.⁴

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

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)

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds:	Issued:

1 *General*¹

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 CONTACT²**

- 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.

Legal References

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

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	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.¹ Open meetings will be physically accessible to all students, employees, and interested
4 citizens.²

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.³

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.⁴

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 ATTENDANCE⁵**

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.

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

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

1 Adequate notice of meetings¹ 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.²

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.³

Legal References

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

Cross References

School Board Meetings 1.400

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	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.¹

15 *Public Comment Period²*

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.

Legal References

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

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: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	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 Plan¹ 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.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ 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.³

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 DRILLS⁴**

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 3. An emergency safety bus drill.
- 26
27

1 AED DRILLS⁵

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 FLU⁶

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 DRILLS⁷

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.

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Humboldt City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: Click here to enter a date
		Rescinds:	Issued:

1 *General*¹

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.²

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.³

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.³

23 **LAW ENFORCEMENT SERVICES**¹

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.⁴
 - 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 **CYBERSECURITY⁵**

- 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.

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)

Cross References

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

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following programs will be made available to students:^{1,2}

- 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.³

14 **SUMMER PROGRAMMING²**

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 REQUIREMENTS²

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.

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

Cross References

Extended Contracts 5.112

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	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.¹
- 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.²

24 **STUDENT CLUBS & ORGANIZATIONS³**

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.

Legal References

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

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: Review: Annually, in April	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	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.¹

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.¹ 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.¹

15 No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that
16 reveals information concerning:^{1,2}

- 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-tracking³

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:⁴

- 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 MARKETING⁵**

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.

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)

Cross References

Testing Programs 4.700

Humboldt City Board of Education

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

1 **PHYSICAL EXAMINATIONS¹**

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

- 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.³

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.⁴

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;⁵ 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.⁶

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; 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)

Cross References

Promoting Student Welfare 6.400

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	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.¹ 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 **COMPLAINTS²**

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: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	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.¹ 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.²

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.³

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.⁴ 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.⁵ 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;⁶
- 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;⁷
- 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;⁷
- 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;⁸

- 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;⁹
- 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.¹⁰

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;⁸
- 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;⁷
- 13 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 14 of Health;⁷
- 15 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 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.¹⁰

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.¹² 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)

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: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: Click here to 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.¹

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:²
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 RETIREES³**

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

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

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: Click here to enter a 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 eligibility¹) during the previous twelve (12) month period shall be eligible
5 to use FMLA leave.²

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.³
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.⁴

- 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.⁵

- 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.⁶

27 LEAVE FOR A SERIOUS HEALTH CONDITION⁷

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*⁸ - 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*⁹ - 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 LEAVE¹⁰

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*¹¹- 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.¹² 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.¹³

8
9 2. Certification Requirement¹⁴

- 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)¹⁵

- 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**¹⁶

- 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.

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

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	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.¹

- 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.²

Legal References

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

Cross References

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

Humboldt City Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	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.¹
- 5 Educators have the right to:²
- 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;³
 - 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;⁴
 - 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;⁵ 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.⁶
- 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;⁷
- 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.

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.*

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: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	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 schools¹ 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:²

- 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;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board
17 of Education;⁴
- 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 PERFORMANCE⁵

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

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)

Cross References

Compulsory Attendance Ages 6.201

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	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.¹ Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI²B, behavior
4 intervention plan and trauma informed practices. Exclusionary discipline shall only be used as a
5 measure of last resort.² 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.³

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.⁴ 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 conduct³ and shall
12 ensure that disciplinary measures are implemented in a manner that:⁵

- 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, RTI²B, 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 environment⁶
- 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.⁷

24 *Examples (not an exclusive listing)⁸*

- 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.

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

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: Review: Annually, in March	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
- 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;³
- 7
- 8 3. Aggravated assault;⁴
- 9
- 10 4. Assault that results in bodily injury⁵ 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.⁶

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.⁷

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.⁸

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: Review: Annually, in March	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date:
		Rescinds:	Issued:

1 *General*¹

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.²

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.³ 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;⁴ 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.⁵

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.⁶

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.⁷

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

14 **REMOVAL⁸**

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 OFFENSES⁹**

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 PLAN¹⁰**

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

Andrea Barnett – Alternative School
Rita Shivers – East Sp. Ed. EA
Beverly Collins – Stigall Sp. Ed. EA
Dottie Wray – HJSHS Cafeteria
Serena Barnhill – East 5th Grade
Suzanne Geter – HJSHS 7 Math

Resignations

Rebecca Campbell – East 5th Grade
Karen Patrick – HJSHS Sp. Ed. EA
Undria Sanderlin – HJSHS Sp. Ed. EA
Brittany Williams – HJSHS Social Studies

Termination

Quantavius Mathis – HJSHS 7 Math