

School Board Meeting
September 12, 2024 5:30 PM
HJSHS Library

- I. Call to Order
- II. Swearing In - Oath of Office
- III. Roll Call
- IV. Consent Agenda
 - A. August 2024 Bills
 - B. August 2024 Financial Report
 - C. August 8, 2024 Regular Board Meeting
- V. Agenda Approval
- VI. Regular Agenda
 - A. TSBA Superintendent Evaluation Instrument
 - B. Board Policy Updates - 2nd Reading
 - 1. 1.501 Visitors to the Schools
 - 2. 1.800 School Calendar
 - 3. 2.403 Surplus Property Sales
 - 4. 2.806 Bids and Quotations
 - 5. 3.202 Emergency Preparedness Plan
 - 6. 3.205 Security
 - 7. 3.400 Student Transportation Management
 - 8. 4.201 Class Size Ratios
 - 9. 4.213 Family Life Curriculum
 - 10. 4.214 Use of Artificial Intelligence Programs
 - 11. 4.301 Interscholastic Athletics
 - 12. 4.403 Library Materials
 - 13. 4.600 Grading System
 - 14. 4.603 Promotion and Retention
 - 15. 5.307 Physical Assault Leave
 - 16. 5.701 Substitute Teachers
 - 17. 5.802 Qualifications and Duties of the Director of Schools
 - 18. 6.203 School Admissions & 6.318 Admission of Suspended or Expelled Students
 - 19. 6.300 Code of Conduct
 - 20. 6.309 Zero Tolerance Offenses
 - 21. 6.316 Suspension
 - 22. 6.4052 Opioid Antagonist
 - 23. 6.409 Reporting Child Abuse
 - C. Superintendent's Report
 - 1. Personnel Report
 - 2. Threat Assessment Report
- VII. Public Comment

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

- VIII. Adjournment

School Board Meeting

August 8, 2024 5:30 PM

HJSHS Library

Attendance Taken at 5:30 PM.

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

Also present: Dr. Janice Epperson, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion passed: Motion to approve the Consent Agenda as presented passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

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

- A. June 2024 Bills**
- B. June 2024 Financial Report**
- C. June 6, 2024 Regular Board Meeting**
- D. June 24, 2024 Special Board Meeting**
- E. July 2024 Bills**
- F. July 2024 Financial Report**

IV. Agenda Approval

Motion passed: Motion to approve the agenda as amended adding Approval of New Educational Assistant position at Stigall Primary School passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

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

V. Regular Agenda

A. Discuss Status of School Board Members

Motion passed: Motion to accept Ms. Christine Warrington's resignation passed with a motion by Rev. Mark Hodge and a second by Ms. Valeria Wedley.

Rev. Mark Hodge: Yea

Mr. Terry Johnson: Yea
Mr. Leon McNeal: Abstain (With Conflict)
Ms. Valeria Wedley: Yea
Yea: 3, Nay: 0, Abstain (With Conflict): 1

B. 2024 Fall District Meeting

The 2024 Fall District TSBA meeting will be Tuesday, August 27, 2024 at Dyer County.

C. 2024 TSBA Leadership Conference & Convention

The 2024 TSBA Leadership Conference & Convention will be held November 7 - 10, 2024 at the Gaylord Opryland Resort & Convention Center.

D. October and November School Board Meeting

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

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

E. Consolidated Application Fiscal Year 2025

Motion passed: Motion to approve the Consolidate Application Fiscal Year 2025 with all appropriate amendments and addendums passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

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

F. Board Policy Updates - 1st Reading

The following policies were presented for the first reading.

1. 1.501 Visitors to the Schools
2. 1.800 School Calendar
3. 2.403 Surplus Property Sales
4. 2.806 Bids and Quotations
5. 3.202 Emergency Preparedness Plan
6. 3.205 Security
7. 3.400 Student Transportation Management
8. 4.201 Class Size Ratios
9. 4.213 Family Life Curriculum
10. 4.214 Use of Artificial Intelligence Programs
11. 4.301 Interscholastic Athletics
12. 4.403 Library Materials
13. 4.600 Grading System
14. 4.603 Promotion and Retention
15. 5.307 Physical Assault Leave
16. 5.701 Substitute Teachers
17. 5.802 Qualifications and Duties of the Director of Schools

- 18. 6.203 School Admissions & 6.318 Admission of Suspended or Expelled Students
- 19. 6.300 Code of Conduct
- 20. 6.309 Zero Tolerance Offenses
- 21. 6.316 Suspension
- 22. 6.4052 Opioid Antagonist
- 23. 6.409 Reporting Child Abuse

G. Superintendent's Report

- Motion to approve a new Educational Assistant position at Stigall Primary School passed with a motion by Mr. Leon McNeal and a second by Rev. Mark Hodge. Vote: Rev. Mark Hodge: Yea; Mr. Terry Johnson: Yea; Mr. Leon McNeal: Yea; Ms. Valeria Wedley: Yea; Yea: 4, Nay: 0
- Welcome Back
- Mission and Vision Statements
- POVG Focus
- 2023-24 Achievement Results
- Strategies for Success
- Focus on District and School Partnerships
- Humboldt's Instructional Journey
- Findings: Positive foundation for improvement
- Building on Schools' Progress 2024
- ESL Report
- Welcome new teachers

1. Personnel Report

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

X. 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.

XI. Adjournment

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

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

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 August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Except on occasions such as school programs, athletic events, open house, and similar public events, all
3 visitors will report to the school office when entering the school and will sign-in. Authorization to visit
4 elsewhere in the building or on the school campus will be determined by the principal/designee. Guest
5 passes shall be issued for all persons other than students and employees of the school.¹

6 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
7 the grounds or into the school buildings during the hours of student instruction except students assigned
8 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
9 on the school premises.²

10 **VISITOR CONDUCT**

11 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.
12 Individuals who come onto school property or who contact employees on school or district business are
13 expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be
14 presented to the board attorney, and then, approved by the Board.³ This code shall prohibit the following:

- 15 1. Cursing and use of obscenities;
- 16 2. Disrupting or threatening to disrupt school or office operations;
- 17 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 18 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 19 5. Physical attacks intended to harm an individual or substantially damage property.

20 The visitor code of conduct shall be posted on the district's website as well as the school's website,
21 and copies of the code shall be provided to all teachers, counselors, administrative staff, and other
22 school employees. In addition, each school entrance shall have the visitor code of conduct posted
23 prominently along with the phone number of someone in the school's administration who can answer
24 questions about the code.

25 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
26 with the phone number of someone in the school's administration who can answer questions about the
27 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood
28 the code of conduct.

1 CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

2 The principal/designee has the authority to exclude from the school premises any persons disrupting
3 the educational programs in the classroom or in the school, disturbing the teachers or students on the
4 premises, or on the premises for the purpose of committing an illegal act.²

5 The principal shall contact law enforcement officials when he/she believes the situation warrants such
6 measures.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date:
		Rescinds:	Issued:

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
2 Director of Schools, an official school calendar for the succeeding school year. The calendar will
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to
5 inclement weather or other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certified personnel;
- 11 • Four (4) discretionary days; and

12 The calendar shall be distributed to the school staff at the opening of the school term.

13 **STUDENT ATTENDANCE DAYS**

14 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
15 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
16 by the State Department of Education.¹

17 **IN-SERVICE EDUCATION**

18 Each day of in-service education included in the school calendar shall be equivalent to not less than six
19 (6) hours of planned activities.³

20 **DISCRETIONARY DAYS**

21 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
22 student attendance days, in-service days, or administrative days which may be used by administrators,
23 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,
24 parent-teacher conferences, and other classroom functions.¹

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. Public Acts of 2024, Chapter No. 573
3. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall prepare a list of unusable items for board approval.¹ The list shall contain
2 the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and
5 information website in accordance with state law.³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
9 five hundred dollars (\$500).⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.⁵

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶**

15 When equipment that was purchased with federal dollars is no longer needed for the original project or
16 program or for other activities currently or previously supported by a federal agency, disposition of the
17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of \$5,000 or less may be retained,
19 sold, or otherwise disposed of with no further obligation to the awarding agency; or
- 20 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
21 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
22 current market value or proceeds from sale by the awarding agency's share of the equipment.
23
24

Legal References

1. [TCA 49-6-2006\(b\)\(3\)](#); [TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date:
		Rescinds:	Issued:

1 All purchases of supplies, materials, equipment, and contractual services in excess of twenty-five
2 thousand dollars (\$25,000), including those of individual schools, shall be based on competitive bids.¹
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
4 district and by publication on a news and information website in accordance with state law.² The
5 purchasing agent shall advertise for bids and receive quotations. The advertisement may be waived by
6 the purchasing agent in an emergency.³

7 All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,
8 may be made in the open market without newspaper notice but shall, whenever possible, be based on at
9 least three (3) competitive bids.³

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
11 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons
12 relative to the purpose of the purchase.⁴ Any bid may be withdrawn prior to the scheduled time for the
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
16 or other purchasing procedures is strictly prohibited.

17 EXEMPTIONS FROM COMPETITIVE BIDDING

18 Contracts for legal services, educational consultants, services from an insurance producer, and similar
19 services by professional persons or groups of high ethical standards shall not be based upon
20 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

21 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
22 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
23 documented quotes shall be obtained.⁶

Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513
2. Public Acts of 2024, Chapter No. 793
3. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2); TCA 12-3-1212; Public Acts of 2024, Chapter No. 513
4. TCA 49-2-203(a)(3)(D)(i)(c)
5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
6. Public Acts of 2024, Chapter No. 661

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

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 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS⁵**

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

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27 2. An incident command drill; and
- 28 3. An emergency safety bus drill.
- 29
- 30

1 AED DRILLS⁶

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 FLU⁷

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 DRILLS⁸

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. Public Acts of 2024, Chapter No. 563
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. 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
12 buildings is limited to the school's primary entrance during the school day as well as when students are
13 present outside of regular school hours.³

14 The principal shall immediately call law enforcement officials and the Director of Schools in cases
15 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
16 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
17 violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press
18 charges. The Director of Schools shall report all signing of such complaints to the Board.

19 **AFTER SCHOOL HOURS**

20 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
21 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

22 **LAW ENFORCEMENT SERVICES**¹

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

1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
2 enforcement agency to provide school policing. The MOU shall address, at a minimum, the following
3 issues:

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

30 **CYBERSECURITY⁶**

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

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-817
4. Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. 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 October	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date:
		Rescinds:	Issued:

1 *General*

2 School buses shall be maintained and operated in accordance with state law and in accordance with the
3 specifications developed by the Department of Education and approved by the Department of Safety.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.³

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the Board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, shall be reported to the Transportation Supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁴

18 Annually, the Board shall require each school bus driver to have a physical and mental examination.
19 The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or
20 morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus
21 driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated
22 vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or
23 analogue.⁵

24 **TRANSPORTATION SUPERVISOR⁶**

25 The Director of Schools shall appoint a Transportation Supervisor for the district. He/she shall be
26 responsible for the monitoring and oversight of the transportation services for the district.

27 The Transportation Supervisor shall complete a student transportation management training program
28 upon appointment. Every year, the Transportation Supervisor shall complete a minimum of four (4)
29 hours of training annually.

1 The Director of Schools shall ensure that training is completed and provide the Department of
2 Education with appropriate documentation.

3 **COMPLAINT PROCESS⁷**

4 The following procedure will govern how students, teachers, staff, and community members shall
5 submit bus safety complaints:

- 6 1. All complaints shall be submitted to the Transportation Supervisor; and
- 7
- 8 2. Forms may be submitted in person, via phone, mail, or email.
 - 9 a. Written complaints shall be submitted on forms located on the district's website. In the
10 case of a complaint received via phone, the person receiving the phone call shall be
11 responsible for filling out the form and submitting it to the Transportation Supervisor.

12 The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-
13 four (24) hours of receipt.

14 Within forty-eight (48) hours of receipt of the initial complaint, the Transportation Supervisor shall
15 submit a preliminary report to the Director of Schools. This report shall include:

- 16 1. The time and date the complaint was received;
- 17
- 18 2. The name of the bus driver;
- 19
- 20 3. A copy or summary of the complaint; and
- 21
- 22 4. Any prior complaints or disciplinary actions taken against the driver.

23 Within sixty (60) school days of receiving the initial complaint, the Transportation Supervisor shall
24 submit a final written report to the Director of Schools that details the investigation's findings as well
25 as the action taken in response to the complaint.

26 An annual notice of this complaint process shall be provided to parent(s)/guardian(s) and students.
27 This information shall be made available in the student handbook.

28 **RECORDKEEPING⁸**

29 The Transportation Supervisor shall be responsible for the collection and maintenance of the following
30 records:

- 31 1. Bus maintenance and inspections forms;
- 32
- 33 2. Bus driver credentials, including required background checks, health records, and performance
34 reviews;
- 35
- 36 3. Driver training records; and
- 37

- 1 4. Complaints received and any records related to the investigation and complaints.

Legal References

1. TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122
2. TCA 49-6-2116(d)(3)
3. Public Acts of 2024, Chapter No. 548
4. TCA 49-6-2107
5. TCA 49-6-2107(e)(1); Public Acts of 2023, Chapter No. 122
6. TCA 49-6-2116(a)-(c)
7. TCA 49-6-2116(d)(1)-(2)
8. TCA 49-6-2116(d)(5)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: <h2 style="margin: 0;">Class Size Ratios</h2>	Descriptor Code: 4.201	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
 3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
 6 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
 7 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
 8 class size may be extended, but the class size and average must not exceed those for general education
 9 classes in grades seven through twelve (7-12).²

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
 11 may grant a waiver from the maximum class sizes.

12 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

- Graduation Requirements 4.605
- Waivers of Statute, Rules, and Regulations 4.607
- Religious Content of Courses 4.804
- Student Goals 6.100
- Student Concerns 6.305

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal. A student who is excused from the program shall
6 be assigned alternative health activities and shall not be penalized academically.

7 **FAMILY LIFE INSTRUCTION**

8 The curriculum for the family life education program shall, in a manner that is age-appropriate and
9 factually and medically accurate, include the following:²

- 10 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 11
- 12 2. Encourage sexual health by helping students understand how the whole person is affected by
13 sexual activity as well as other risk behaviors;
- 14
- 15 3. Provide information about human reproduction, including conception, birth, and prenatal care,
16 as well as the process of adoption and its benefits;
- 17
- 18 4. Provide information on the family unit and the responsibilities and consequences related to sexual
19 activity, including the challenges of single teen parenting;
- 20
- 21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
22 activity;
- 23
- 24 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
25 abuse, including such abuse that may occur in the home, human trafficking in which a victim is
26 the child, and internet crimes against children;
- 27
- 28 7. Provide instruction on the prevention of dating violence;
- 29
- 30 8. Encourage communication between parent(s)/guardian(s) and students;

1
2 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

3
4 10. Include the presentation of a high-quality, computer-generated animation or high-definition
5 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,
6 and other vital organs in early fetal development per state academic standards.³

7 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten
8 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit
9 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human
10 trafficking of children.⁴

11 The family life education program shall be reviewed annually to ensure that the prohibited items of
12 instruction, as provided for in state law,⁵ are not included in the curriculum.

13 **TRAINING ON INSTRUCTION**

14 Personnel providing family life instruction shall receive training prior to presenting such instruction.
15 Personnel shall conduct such instruction with maturity and discretion.

16 **REPORTING²**

17 At the beginning of each school year, the Director of Schools shall provide the contact information to
18 the Department of Children's Services of each employee or trained professional providing instruction
19 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director
20 shall also report on the curriculum selected by the Board of Education.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304; Public Acts of 2024, Chapter No. 571
3. Public Acts of 2024, Chapter No. 795
4. Public Acts of 2024, Chapter No. 970
5. TCA 49-6-1304(b)

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 District technology staff are tasked with overseeing the implementation of AI programs. These staff
7 members will review artificial intelligence programs to ensure compliance with district policies as well
8 as state and federal student data privacy laws and present recommendations to the Director of Schools
9 for approval. Any approved programs shall be accessible to all students.

10 Employees shall not place personally identifiable information, financial information, intellectual
11 property, or other confidential information into an AI system.

12 The Director of Schools shall incorporate training programs on AI into professional development for
13 district staff. This training shall focus on responsible use of AI and best practices for use in school
14 settings and include instruction regarding personally identifiable information and the need to comply
15 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
16 properly storing any data that is collected by the district in compliance with state and federal law.

17 **STAFF USE**

18 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
19 communications, notes, images, and the development of content for instructional or administrative
20 purposes, as well as analyzing data and information. The following requirements shall be adhered to
21 when using AI in the completion of work:

22 1. Employees shall disclose their use of a generative AI tool if failure to do so would:

- 23 a. Violate the terms of the use of the AI tool;
- 24 b. Would mislead a supervisor or others as to the nature of the work; or
- 25 c. Would be inconsistent with the teacher code of ethic;²

26

27 2. Employees shall take all reasonable precautions to ensure the security of private student data
28 when utilizing AI programs;

29

1 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
2 order to reduce the risk of errors and inaccuracies;

3
4 4. Outputs shall not be incorporated into proprietary content or works.
5

6 **STUDENT USE**

7 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
8 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
9 ensure students are provided with appropriate instruction on the responsible use of AI.

10 **ACADEMIC INTEGRITY**

11 Students shall be instructed on responsible use standards including but not limited to the following:

- 12 1. Effective use of generative AI;
 - 13 2. When it is appropriate to use AI in assignments;
 - 14 3. How to determine whether AI responses are accurate;
 - 15 4. Users assume responsibility for incorporating AI content responsibly; and
 - 16 5. The difference between cheating and seeking support.
- 17
18
19
20

21 **NOTICE TO PARENTS**

22 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in
23 the district. An approved list of AI programs will be provided by posting on the website.

24 **REPORTING**

25 The Director of Schools shall submit a report to the Board of Education each June on how this policy
26 will be enforced in the upcoming school year. The Board shall approve the report and the Director
27 shall submit it to the Department of Education by July 1st.

Legal References

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001

Cross References

Use of the Internet 4.406

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date:
		Rescinds:	Issued:

1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person, or otherwise be discriminated against in any athletic program of
4 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
5 shall only be allowed to participate in athletic activities or events that align with the student's sex
6 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
7 parent/guardian to provide the student's original birth certificate prior to participation in any
8 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
9 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
10 the student's sex at birth.

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
13 are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall
14 accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board,
15 provided the team's school reimburses the Board for mileage.

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
17 of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order
18 to ensure the health and safety of athletes.⁴

19 **INSURANCE & PHYSICAL EXAMINATIONS**

20 In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall
21 provide proof of independently secured catastrophic coverage and liability coverage, with the school
22 district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility
23 of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating
24 in interscholastic athletics.

25 Prior to participation in interscholastic athletics, every student shall complete an annual physical
26 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the
27 examination, and these records shall be on file in the principal's office.

28 **SCHEDULING CONFLICTS**

29 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
30 the practice of any interscholastic sport during the school day without written permission from the
31 Board.⁷ This does not prevent regular physical training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
 2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
 3 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
 4 to the event.⁸

5 **SEVERE WEATHER⁴**

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
 8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
 11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
 12 receive training on activity modifications based on environmental conditions.

13 **PROHIBITION AGAINST HAZING**

14 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
 15 tolerate hazing activities.⁹

16 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
 18 guidelines. If a school is not a member with these organizations, home school students that are zoned
 19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
 20 students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. Public Acts of 2024, Chapter No. 639

Cross References

Special Use of School Vehicles 3.402
 Student Insurance Program 3.601
 Extracurricular Activities 4.300
 Attendance 6.200

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. He/she shall post the
3 list of library materials online. Library materials shall be reviewed to ensure the content aligns with state
4 law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with
5 the reading level of the selected items for suitability. ¹ A list of new materials shall be reviewed by the
6 Academic Coordinator.

7 The Academic Coordinator shall be responsible for periodically reviewing the district's library collection
8 in line with the standards established below. Any materials found to be out of alignment with the
9 standards shall be removed, and this action shall be documented in writing and presented to the Director
10 of Schools and the Board.

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
16 them. The determining factor will be based on an assessment of any mature themes or content
17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18
- 19 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 20
- 21 4. The collection as a whole shall offer a variety of viewpoints.

22 Any materials that meet the following criteria shall be removed and excluded from the district's library
23 collection:

- 24 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
25 violence, or sadomasochistic abuse as defined in state law³;
- 26
- 27 2. Are patently offensive as defined in state law; or
- 28
- 29 3. Appeal to the prurient interest as defined in state law.

30 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

1 COMPLAINTS⁴

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

- 4 1. Inform the complainant of the selection procedures and make no commitments.
- 5
- 6 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 7
- 8 3. Inform the principal (and other appropriate personnel).
- 9
- 10 4. Keep challenged materials available for use during the reconsideration process.

11 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
12 may request review of the challenged materials by an ad hoc materials review committee within thirty
13 (30) days. If the principal appoints a review committee, it should include certified library media
14 personnel, representatives from classroom teachers, and one or more parents.

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

- 16 1. Read, view, or listen to the contested material in its entirety;
- 17
- 18 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 19
- 20 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
21 students who have access to the materials and whether the material is suitable for, and
22 consistent with, the educational mission of the school; and
- 23
- 24 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
25 material for its strength and value.

26 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
27 assess the findings along with the recommendation of the principal and present a recommendation to
28 the Board.

29 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
30 the material to determine whether it is appropriate for the age and maturity levels of the students who
31 have access to the materials and whether the material is suitable for, and consistent with, the
32 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
33 the decision within sixty (60) days from which the feedback was received.

34 REMOVAL OF LIBRARY MATERIALS

35 If it is determined that the material is not appropriate for the age and maturity levels of the students
36 who have access to them or is not suitable for, and consistent with, the educational mission of the
37 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 2024, Chapter No. 782
3. TCA 39-17-901
4. TCA 49-6-3803

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 December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and
2 assessment for evaluating and recording student progress and to measure student performance in
3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall
4 follow all applicable statutes and rules and regulations of the State Board of Education. The
5 grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the
6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes
7 in grades K-3 according to state rules and regulations.¹

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
9 the system is implemented. These guidelines shall be communicated annually to students and
10 parent(s)/guardian(s).

11 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)²**

13 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established
14 by the State Board of Education. Using the uniform grading system, students' grades shall be reported
15 for the purposes of application for post-secondary financial assistance administered by the Tennessee
16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 Grading floors with a minimum above zero are not permitted.³ This grading system shall be uniform
25 throughout the school district for each grade.

26 Advanced coursework grades shall be weighted with additional percentage points to calculate the
27 semester average. Depending on the course taken, the following percentage points shall be assigned:

- 28 • Honors Courses – three (3) percentage points;
- 29 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned– four (4) percentage
30 points; and

- 1 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
2 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

3 **LOTTERY SCHOLARSHIPS⁴**

4 Each school counselor shall provide incoming freshmen with information on college core courses
5 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,
6 etc.) that must be met in order to receive a scholarship.

7 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
8 Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made
9 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

10 Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students
11 and impress upon them the benefits of making good grades.

12 **LOTTERY SCHOLARSHIP DAY**

13 Each school year, prior to scheduling courses for the following school year, schools teaching students in
14 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁵

Legal References

1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [Public Acts of 2024, Chapter No. 1005](#)
4. [TCA 49-4-904, 905, 907](#)
5. [TCA 49-4-932\(f\)](#)

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608

Humboldt City Board of Education

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

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released; or
- 29
- 30 3. Attendance Record

31 **VOLUNTARY RETENTION**

1 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain
2 his/her student in the current grade level if:

- 3 1. The student has a documented academic or behavioral delay; and
- 4
- 5 2. The parent/guardian believes that retention may benefit the student.⁵

6 **PROMOTION PLANS⁶**

7 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
8 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
9 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
10 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
11 counselor, or other appropriate school personnel.

12 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
13 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
14 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
15 will include additional requirements for promoting students in these grades. A copy of the plan will be
16 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
17 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
18 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
19 promotion plan.

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁷

23 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
24 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
25 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
26 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁸

30 **RETENTION⁷**

31 A student may be retained when such retention is in the best interests of the student or when retention
32 is required per additional requirements for students in third and fourth grade.

33 *Decision of Retention – General⁹*

34 If a student is retained, the Director of Schools/designee shall develop an individualized academic
35 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
36 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
37 development. The plan shall include at least one of the following strategies:

- 1 1. Adjustment to the current instructional strategies or materials;
- 2
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring;
- 6
- 7 4. Modification to the student's classroom assignment to ensure the student receives
- 8 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 9 4) or significantly above expectations (level 5); or
- 10
- 11 5. Attendance or truancy interventions.

12 A student shall not be retained more than once in any grade. The progress of students who are retained
13 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
14 school year in which the student is retained. The Director of Schools shall develop procedures to
15 ensure appropriate recordkeeping of students who are retained.

16 *Decision of Retention – Third Grade*¹⁰

17 Third grade students shall not be promoted to the next grade unless they are determined to be
18 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
19 (ELA) based on the student's most recent TCAP test.

20 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
22 portion of the student's most recent TCAP test may be promoted if:
 - 23 a. The student is an English language learner and has received less than two (2) full years
24 of ELA instruction;
 - 25 b. The student was previously retained in grades K-3;
 - 26 c. The student is retested before the next school year and scores proficient in ELA;
 - 27 d. The student attends a learning loss bridge camp before the next school year, maintains a
28 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
29 test at the end of the camp;
 - 30 e. The student receives tutoring for the entirety of the next school year in accordance with
31 state law; or
 - 32 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
33 ELA standards by scoring within the fiftieth percentile on the most recently
34 administered state-provided benchmark assessment and the district provides tutoring
35 services to the student during the entire fourth grade school year and notifies the
36 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
37 programming.
 - 38
 - 39
- 40 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
41 the student's most recent TCAP test may be promoted if:
42

- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
- b. The student was previously retained in grades K-3;
- c. The student is retested before the next school year and scores proficient in ELA; or
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

*Decision of Retention – Fourth Grade*¹⁰

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
 - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
 - b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

*Decision of Retention – Students with Disabilities*¹¹

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS^{8,12}

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to a committee appointed by the principal within five (5) calendar days. The student and his/her

- 1 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
 2 the opportunity to address the committee. The committee shall conduct a hearing within five (5) calendar
 3 days to determine if the student will be promoted and issue such decision within five (5) calendar days.
 4 Upon notification of the committee decision, the principal shall send written notification to the Director
 5 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
 6 their right to appeal such action within five (5) calendar days to the Director of Schools/designee.
- 7 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 8 decision shall be issued within five (5) calendar days.
- 9 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 10 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 11 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 12 The action of the Board shall be final.
- 13 For students where retention is required per the additional requirements for students in third and fourth
 14 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹³

 Legal References

1. 20 USCA § 1400 et seq.; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

 Cross References

Credit Recovery 4.210
 Grading System 4.600
 Reporting Student Progress 4.601
 Attendance 6.200
 Student Assignments 6.205
 Homeless Students 6.503
 Student Records 6.600

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Employees shall be notified of their right to report a physical assault to the appropriate law
 3 enforcement agency.¹

4 An employee who is absent from assigned duties as a result of personal injury caused by physical
 5 assault or other violent criminal acts committed in the course of the employee's employment duties
 6 shall receive his/her full salary and full benefits until the employee is released by his/her physician to
 7 return to work or his/her physician determines the employee is permanently unable to return to work.
 8 Hourly employees shall receive an amount representing the average number of hours the employee
 9 works for the district per pay period along with their full benefits, if available, until the employee is
 10 released by his/her physician to return to work or his/her physician determines the employee is
 11 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay
 12 and benefits if he/she has been employed by the district for less than one (1) full pay period.²

13 If the employee receives workers' compensation or other similar benefits, the Board shall pay the
 14 difference between that amount and the employee's full salary or average pay, as applicable.² The
 15 district shall pay the full salary or average salary, or the difference between the employee's full salary
 16 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
 17 (1) year.

18 **PHYSICIAN STATEMENT**

19 A signed statement listing the cause of the absence shall be provided by the employee on forms
 20 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
 21 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
 22 may also be required to verify the extent of the injury.³

Legal References

1. Public Acts of 2024, Chapter No. 915
2. TCA 49-5-714(a); Public Acts of 2024, Chapter No. 839
3. 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: Substitute Teachers	Descriptor Code: 5.701	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
 2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
 3 Board or by a third-party employer through an agreement between such third-party employer and the
 4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
 6 eligibility conditions as substitute teachers employed directly by the Board.²

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked or suspended licenses or certificates according to the State Board of Education
 10 shall not be hired.⁴

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
 12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Human Resource Director who will maintain file(s)
 14 which may include transcripts, credentials, recommendations, and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually
 17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
 19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
 20 after July 1, 2011 through July 1, 2016.⁵

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
 23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
 24 or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher
 25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

1 EMERGENCY NEEDS

2 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
4 unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
7 for both positions at the same time.

8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers that includes the annual school safety training required by
11 state law.⁷

12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
14 to, bus duty and playground supervision.

15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director of Schools, with input from the principals, shall determine which
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
20 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [Public Acts of 2024, Chapter No. 735: TCA 49-6-805\(7\)](#)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

Humboldt City Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **QUALIFICATIONS**

- 2 1. A professional educator's license
- 3
- 4 2. A master's degree in education with a preference for a doctorate degree
- 5
- 6 3. Three (3) years of successful experience in school administration
- 7
- 8 4. Such other qualifications as the Board deems desirable

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

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

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

13 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
14 extend to all activities of the district, to all phases of the educational program, to all aspects of the
15 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
16 by the Board. The Director of Schools may delegate these duties together with appropriate authority but
17 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

18 **ESSENTIAL FUNCTIONS**

19 *General Administrative*

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

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

12 *Financial Management*

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

22 *Personnel Administration*

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

- 1 6. Communicates directly, or through delegation, all actions of the Board relating to personnel
2 matters to all and receives employees' communications to be made to the Board.
- 3 7. Evaluates principals annually.
- 4 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
5 temporary teaching permit who have been suspended or dismissed, or who have resigned,
6 following allegations of conduct, including sexual misconduct, which, if substantiated, would
7 warrant consideration for license suspension, revocation, or formal reprimand or who have been
8 convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty
9 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or
10 equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.²

11 *Instructional Leadership*

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

26 *Community/Public Relations*

- 27 1. Promotes community support of the schools. Interprets district programs and services, reports,
28 plans, events, and activities of interest and solicits community opinions regarding school and
29 educational issues.
- 30 2. Identifies available community resources and links to social service agencies that support
31 education and healthy child development.
- 32 3. Develops strategies to promote parental involvement in their student's education and provides
33 opportunities for parent-teacher interaction.

- 1 4. Maintains contact and good relations with local media.
- 2 5. Ensures that the district interests will be represented in meetings and activities of municipal and
3 other governmental agencies.
- 4 6. Represents the school district and its interests in community organizations, activities, and
5 projects.

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

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

10 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
11 level of work being performed by the person assigned to this position. They are not intended to be a
12 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
TCA 49-5-106(f); Public Acts of 2024, Chapter No.
577

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any student entering school for the first time shall present:

- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
4
5 2. Evidence of a current medical examination;² and
6
7 3. Evidence of state-required immunizations or exemption as authorized by state law.³

8 The name used on the records of a student entering school shall be the same as that shown on the birth
9 certificate unless evidence is presented that such name has been legally changed through a court as
10 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the
11 name used on the records of such student will be the same as that shown on documents which are
12 acceptable to the principal as proof of date of birth.⁴

13 A child whose care, custody, and support have been assigned to a resident of the district by a power of
14 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
15 filed with the central office.⁵

16 A student may transfer into the school district at any time during the year if his/her parent(s)/guardian(s)
17 moves his/her residence into the school district.

18 **ADJUDICATED DELINQUENT STUDENT⁶**

19 A principal or principal's designee may ask a parent/guardian in writing if their student has been
20 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
21 first enrolling in the school and when any such student:

- 22 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
23
24 2. Changes schools within this state.

25 This information shall be shared only with school employees who have responsibility for classroom
26 instruction of the student, the school counselor, social worker, or psychologist who is developing a
27 plan for the student while in the school, and the school resource officer. Such information is otherwise
28 confidential and shall not be released to others, and the written notification shall not become a part of
29 the student's record.⁷

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505
Students from Military Families 6.506

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: 6.318	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.

- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension or expulsion from the former school district. The principal may ask the
- 6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
- 7 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
- 8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
- 9 the request.

- 10 The Board shall not deny enrollment beyond the length of the imposed suspension or expulsion.

- 11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 12 suspended or expelled from the former school district.²

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

- School Admissions 6.203
 Student Records 6.600

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
- 32 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 33 employee of the school, or a school resource officer*
- 34 • Aggravated assault*
- 35 • Vandalism
- 36 • Theft, possession, and/or sale of stolen property
- 37 • Arson
- 38 • Possession of unauthorized substances (e.g., any controlled substance, controlled
- 39 substance analogue, or legend drug)*

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

5 *Disciplinary Procedures*

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

17 *Disciplinary Options*

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

20 * 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 2024, Chapter No. 882](#); [Public Acts of 2024, Chapter No. 915](#);
9. [Public Acts of 2024, Chapter No. 882](#)

Cross References

Security 3.205
 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: <h2 style="text-align: center;">Zero Tolerance Offenses</h2>	Descriptor Code: <h3 style="text-align: center;">6.309</h3>	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. Valid threats of mass violence on school property or at a school-related activity as determined
 14 by a threat assessment team.⁶

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

20 When it is determined that a student has violated this policy, the principal shall notify the student's
 21 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; TCA 49-6-3401\(g\)\(2\)\(D\); Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\); TCA 49-6-3402](#)
8. [TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961\(h\)\(1\); Public Acts of 2024, Chapter No. 882](#)

Cross References

- Threat Assessment Team 3.204
- 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: Suspension	Descriptor Code: 6.316	Issued Date:
		Rescinds:	Issued:

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without
3 suspending the student from attendance at school. Based on the severity of the offense, a principal may
4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any
9 school;
- 10 4. Willful or malicious damage to real or personal property of the school or the property of any
11 person attending or assigned to the school;
- 12 5. Inciting, advising, or counseling of others to engage in any of the action that would justify
13 suspension;
- 14 6. Marking, defacing, or destroying school property;
- 15 7. Possession of a pistol, gun, or firearm on school property;²
- 16 8. Possession of a knife or other weapons, as defined in state law, on school property;³
- 17 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
18 obscene, or threatening language;
- 19 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;⁴
- 20 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 21 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
22 explosive or destructive device including chemical weapons on school property or at a school-
23 sponsored event, or an invalid threat of mass violence;⁵
- 24 13. One (1) or more students initiating a physical attack on an individual student on school property
25 or at a school activity, including travel to and from school;

- 1 14. Assault against a school employee as defined in state law;⁶
- 2 15. Off-campus criminal behavior resulting in felony charges;
- 3 16. When behavior poses a danger to persons or property or disrupts the educational process;
- 4 17. Any other conduct prejudicial to good order or discipline in any school.

5 Except in an emergency, a principal shall not suspend any student until that student has been advised
6 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

7 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
8 reasonable belief that the student, or another to whom the student was coming to the defense of, may
9 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
10 not face any disciplinary action.⁵

11 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of
12 Schools/designee of the following:

- 13 1. Student's suspension;
- 14
- 15 2. Cause for the suspension; and
- 16
- 17 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),
18 student, and the principal.

19 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
20 permitted to take such final examinations or submit such required work as necessary to complete the
21 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

22 **IN-SCHOOL SUSPENSION⁷**

23 In-school suspension shall be offered to students as an alternative program (if applicable) to complete
24 academic assignments and receive credit for work completed.

25 Students given an in-school suspension in excess of one (1) day from classes shall attend special
26 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for
27 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all
28 times and has textbooks and classwork assignments from his/her regular teachers.

29 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

30 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for
31 improving the student's behavior.

1 SUSPENSIONS LONGER THAN TEN DAYS⁹

2 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written
 3 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall
 4 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
 5 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
 6 school district if requested by the student.

7 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
 8 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

9 SCHOOL-SPONSORED EVENTS⁶

10 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
 11 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
 12 is not directly related to a student's grade in a course of instruction.

Legal References

1. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
2. TCA 39-17-1309(b)
3. TCA 39-17-1309
4. TCA 53-10-101; TCA 39-17-454
5. Public Acts of 2024, Chapter No. 882
6. Public Acts of 2024, Chapter No. 915; TCA 39-13-101
7. TCA 49-6-3401(i)
8. TCA 49-6-3401(d)
9. TCA 49-6-3401(b)
10. TCA 49-6-3401(c)(3)
11. TCA 49-6-3401(a)-(c); Goss v. Lopez, 419 U.S. 565 (1975); 20 USCA § 1415

Cross References

Traffic and Parking Controls 3.403
 Code of Conduct 6.300
 Procedural Due Process 6.302
 Interference/Disruption of School Activities 6.306
 Drug-Free Schools 6.307
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Student Disciplinary Hearing Authority 6.317
 Alternative Education 6.319

Humboldt City Board of Education

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

1 *General*

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

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
10 antagonist while the person is on school property or attending a school-sponsored activity held at a
11 location that is not school property.²

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
14 has been administered.

15 **PROCEDURES**

16 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists
17 as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604
2. Public Acts of 2024, Chapter No. 629

Humboldt City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school
5 and submit this information to the Department of Children's Services;
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;
8
- 9 3. Supply the Coordinator with all necessary resources;
10
- 11 4. Ensure that all employees working directly with students annually complete the child abuse
12 training program required by state law.²

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
14 child abuse or child sexual abuse.

15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law
19 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
21 prior to notifying the Coordinator.⁵

22 The report shall include, to the extent known by the reporter:⁶

- 23 1. The name, address, telephone number, and age of the child;
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;
26
- 27 3. The nature and extent of the abuse or neglect; and
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
30 abuse or neglect.

31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
32 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 371
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. TCA 49-6-1601(d)(1)(B)(v)
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

NEW HIRES

Emmanuel Bynum – Special Ed. EA, East
Kiera Conner – Special Ed. EA, Stigall
Candace Williamson – EA, Stigall

RESIGNATIONS

Niki McClanahan – 5th Grade Science, East