

School Board Meeting
January 9, 2025 5:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Election of Chairman, Vice Chairman and Legislative Representative
- IV. Consent Agenda
 - A. November 2024 Bills
 - B. November 2024 Financial Report
 - C. November 14, 2024 Regular Board Meeting
 - D. December 2024 Bills
 - E. December 2024 Financial Report
- V. Agenda Approval
- VI. Regular Agenda
 - A. 2025 Board Meeting Dates
 - B. Board Policy Updates - 1st Reading
 - 1. 4.603 Promotion and Retention
 - 2. 5.118 Background Investigations
 - 3. 6.200 Attendance
 - 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

November 14, 2024 5:30 PM
HJSHS Library

Attendance Taken at 5:30 PM.

Mr. Tommy Colvin: Present
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. Tommy Colvin.

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

A. October 2024 Bills

B. October 2024 Financial Report

C. October 17, 2024 Regular Board Meeting

IV. Agenda Approval

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

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

V. Regular Agenda

A. School Compliance

Motion passed: Motion to approve the 2024 Compliance Report passed with a motion by Mr. Tommy Colvin and a second by Rev. Mark Hodge.

Mr. Tommy Colvin: Yea
Rev. Mark Hodge: Yea

Mr. Terry Johnson: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Yea
Yea: 5, Nay: 0

B. December Board Meeting

Motion passed: Motion to approve cancelling the December Board Meeting passed with a motion by Mr. Terry Johnson and a second by Rev. Mark Hodge.

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

C. Superintendent's Report

- Mission and Vision Statements
- Humboldt City Schools honored Veterans were thanked for their service and honored at the Veteran's Day Program.
- TSBA Conference session Reports
- Happy Career Development Month
- Happy Early Postsecondary Opportunities Week
- Viking Voyagers - Jr. High Stem Club
- 2025 TN Promise Application Results
- Stigall Primary AimsWeb Data Report
- East Elementary Benchmarks Report
- HJSHS SchoolNet Benchmark Report
- Portrait of a Graduate November Focus
- Literacy Night for TutorU
- TVAAS Data Conversation
- Thanksgiving Break
- Ribbon Cutting/Open House for Cosmetology Classroom

1. Personnel Report

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

2. Threat Assessment Report

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. Tommy Colvin.

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

Valeria Smith-Wedley, Chairman

Date

Dr. Janice Epperson, Superintendent

Date

HUMBOLDT CITY SCHOOL SYSTEM
2025 School Board Meeting Dates
5:30 P.M.

Thursday	January 9, 2025	HJSHS Library
Thursday	February 6, 2025	HJSHS Library
Thursday	March 6, 2025	HJSHS Library
Thursday	April 10, 2025	HJSHS Library
Thursday	May 15, 2025	HJSHS Library
Thursday	June 12, 2025	HJSHS Library
Thursday	July 10, 2025	HJSHS Library
Thursday	August 7, 2025	HJSHS Library
Thursday	September 11, 2025	HJSHS Library
Thursday	October 9, 2025	HJSHS Library
Thursday	November 6, 2025	HJSHS Library
Thursday	December 11, 2025	HJSHS Library

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 RETENTION⁵**

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.

6 This information shall be submitted in writing within thirty (30) days of the end of the school year. The
7 district shall send written notice to the parent/guardian confirming whether the student is eligible for
8 retention under state law.

9 **PROMOTION PLANS⁶**

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

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

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

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

33 **RETENTION⁷**

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

36 *Decision of Retention – General⁹*

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

- 5 1. Adjustment to the current instructional strategies or materials;
- 6
- 7 2. Additional instructional time;
- 8
- 9 3. Individual tutoring;
- 10
- 11 4. Modification to the student’s classroom assignment to ensure the student receives
12 instruction from a teacher with a level of overall effectiveness of above expectations (level
13 4) or significantly above expectations (level 5); or
- 14
- 15 5. Attendance or truancy interventions.

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

20 *Decision of Retention – Third Grade*¹⁰

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

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

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

1 programming.

2
3 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
4 the student’s most recent TCAP test may be promoted if:

- 5
6 a. The student is an English language learner and has received less than two (2) full years
7 of ELA instruction;
- 8 b. The student was previously retained in grades K-3;
- 9 c. The student is retested before the next school year and scores proficient in ELA; or
- 10 d. The student attends a learning loss bridge camp before the next school year, maintains a
11 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
12 school year in accordance with state law.

13 *Decision of Retention – Fourth Grade*¹⁰

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

- 16 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
17 fourth-grade school year; and
- 18
19 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
20 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
21 fourth grade school year.

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

- 24 1. The student’s principal shall convene a conference consisting of the following parties: the
25 student’s parent(s)/legal guardian, the student’s ELA teacher, and the student’s principal.
26
- 27 2. The conference shall review the student’s fourth grade ELA performance to determine if the
28 student should be promoted to fifth grade.
29
- 30 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
31 following:
- 32 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
33 the student’s fifth-grade year; or
- 34 b. The student will be retained in fourth grade. A student shall not be retained more than
35 once in fourth grade.

36 *Decision of Retention – Students with Disabilities*¹¹

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

1 APPEALS^{8,12}

2 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
 3 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
 4 made to a committee appointed by the principal within five (5) calendar days. The student and his/her
 5 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
 6 the opportunity to address the committee. The committee shall conduct a hearing within five (5) calendar
 7 days to determine if the student will be promoted and issue such decision within five (5) calendar days.
 8 Upon notification of the committee decision, the principal shall send written notification to the Director
 9 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
 10 their right to appeal such action within five (5) calendar days to the Director of Schools/designee.

11 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 12 decision shall be issued within five (5) calendar days.

13 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 14 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 15 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 16 The action of the Board shall be final.

17 For students where retention is required per the additional requirements for students in third and fourth
 18 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. [TCA 49-6-314](#); [TRR/MS 0520-01-03-.16\(6\)](#)
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\(e\)\(1\)](#)

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

13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Humboldt City Board of Education

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

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹
3 Individuals who (1) have been identified by the Department of Children's Services as perpetrators of
4 child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate threat to
5 the health, safety, or welfare of children; or (2) are listed on the state's abuse of vulnerable persons
6 registry maintained by the Department of Health shall not be employed.²

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

8 Applicants and current employees shall be entered into the federal RAP back program.³ Notice of the
9 following shall be provided :

- 10 1. Possible fees charged by the Tennessee Bureau of Investigation; and
- 11
- 12 2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau
13 of Investigation for all purposes and uses authorized for fingerprint submission.

14 Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants.
15 The Board shall not reimburse applicants if the position is offered and accepted as a teacher, school
16 maintenance employee, food service employee, transportation employee, or any other non-certified
17 position. Substitute teachers shall not be reimbursed for any costs incurred for background checks and
18 fingerprinting.

19 **CONTRACTORS & VOLUNTEERS**

20 To ensure the safety and welfare of students and staff, the district shall require criminal history
21 background checks and fingerprinting of contactors, and volunteers and any other positions that require
22 proximity to children. Any costs incurred to perform these background checks and fingerprinting shall
23 be paid by the applicant. The Board shall not reimburse the applicant if the position is offered and
24 accepted.⁴

25 Background checks shall be required of the individuals listed above at least once every five (5) years
26 after the initial background check.¹

27 **USE AND DISSEMINATION**

28 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
29 criminal history record checks for non-criminal justice purposes.⁵ The Director of Schools shall ensure
30 the Originating Agency Identifier number is on file at all times.

1 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
2 solely used to verify criminal violations and shall not be disseminated. Results shall be considered
3 confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall
4 only be accessed by authorized personnel in the performance of their duties and shall never be released
5 to the public.

6 All persons directly associated with the accessing, maintaining, processing, dissemination, or
7 destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially
8 trained on the subject. The training shall provide those with access to CHRI with a working knowledge
9 of federal and state regulations and laws governing the security and processing of criminal history
10 information. The Director of Schools is responsible for ensuring that authorized personnel receive such
11 training within sixty (60) days of employment or job assignment and every three (3) years.

12 **RETENTION AND SECURITY**

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

18 **DISPOSAL OF CHRI**

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

22 **MISUSE**

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

Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);

Cross References

School Volunteers 4.501
Application and Employment 5.106

- [TCA 49-5-413\(a\)\(2\), \(e\)](#)
- 3. [TCA 49-5-413\(f\)](#)
- 4. [TCA 49-5-413\(c\)](#)
- 5. [34 USCA § 40316](#)

Substitute Teachers 5.701

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each
3 day school is in session.

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
8
9 2. Alternative program options for students who severely fail to meet minimum attendance
10 requirements;
11
12 3. Ensuring that all school age children attend school;
13
14 4. Providing documentation of enrollment status upon request for students applying for new or
15 reinstatement of driver's permit or license; and
16
17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
18 withdraws from school.²

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

22 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
23 Excused absences shall include:⁴

- 24 1. Personal illness/injury;
25
26 2. Illness of immediate family member;
27
28 3. Death in the family;
29
30 4. Extreme weather conditions;
31

- 1 5. Religious observances;⁵
- 2
- 3 6. Pregnancy;
- 4
- 5 7. School endorsed activities;
- 6
- 7 8. Summons, subpoena, or court order; or
- 8
- 9 9. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 16 3. All student absences are verified;
- 17
- 17 4. Written excuses are submitted for absences and tardiness; and
- 18
- 18 5. System-wide procedures for accounting and reporting are followed.

19 **TRUANCY**

20 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
21 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
22 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
23 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
24 considered present for school attendance purposes. If a student is required to participate in a remedial
25 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
26 and the school district provides transportation, unexcused absences from these programs shall be
27 reported in the same manner.⁷

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

33 *Progressive Truancy Plan*⁸

34 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
35 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
36 not limited to, a signed attendance agreement by the parent/guardian of all students during the
37 registration process.

1 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
2 unexcused absences, but before referral to juvenile court, and includes the following:

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
4
- 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
6 and the Attendance Supervisor/designee. The contract shall include:
7
 - 8 a. A specific description of the school's attendance expectations for the student;
 - 9 b. The period for which the contract is effective; and
 - 10 c. Penalties for additional absences and alleged school offenses, including additional
11 disciplinary action and potential referral to juvenile court.
- 12
- 13 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
14
- 15 4. A school employee shall conduct an individualized assessment detailing the reasons a student
16 has been absent from school. The employee may refer the student to counseling, community-
17 based services, or other services to address the student's attendance problems.

18 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
19 consist of the following interventions: These interventions shall be determined by a team formed at each
20 school. The interventions shall address students' needs in an age-appropriate manner. Finalized plans
21 shall be approved by the Director of Schools/designee.

22 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

23 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
24 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
25 absences each school year. No later than seven (7) business days prior to the student's absence, the
26 student shall provide documentation to the school as proof of the student's participation along with a
27 written request for the excused absence from the student's parent/guardian. The request shall include
28 the following:

- 29 1. Student's name and personal identification number;
30
- 31 2. Student's grade;
32
- 33 3. The dates of the student's absence;
34
- 35 4. The reason for the student's absence; and
36
- 37 5. The signatures of the student and parent/guardian.

38 **RELEASED TIME COURSE¹⁰**

1 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
2 one (1) class period per school day. Students shall not be excused during any class which requires an
3 examination for state or federal accountability purposes.

4 The student shall submit a written consent form signed by the student's parent/guardian prior to
5 participation in the released time course. The principal/designee shall document the approval in
6 writing. The student shall provide documentation to the principal/designee as proof of the student's
7 participation in the released time course.

8 The district shall not be responsible for transporting students to and from the place of instruction.

9 Upon submission of the student's transcript from the entity that provided the released time course, the
10 student may be awarded one (1) unit of elective credit. The Director of Schools shall develop
11 procedures with secular criteria for determining whether credit shall be awarded.

12 **MAKE-UP WORK**

13 Students with excused or unexcused absences shall have the opportunity to make up missed work;
14 however, it is the student's responsibility for contacting and arranging for makeup work in each class
15 or subject matter. Each school principal may set an appropriate time limit for makeup work.

16 **STATE-MANDATED ASSESSMENT**

17 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
18 doctor's excuse or have been given an excused release by the principal prior to testing to receive an
19 excused absence. Students who have excused absences will be allowed to take a make-up exam.
20 Excused students will receive an incomplete in the course until they have taken the EOC exam.

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

23 **CREDIT/PROMOTION DENIAL**

24 Credit/promotion denial determinations may include student attendance; however, student attendance
25 may not be the sole criterion.¹¹ If attendance is a factor prior to credit/promotion denial, the following
26 shall occur:

- 27 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
28 credit/promotion denial due to excessive absenteeism; and
29
- 30 2. Procedures in due process are available to the student when credit or promotion is denied.

31 **DRIVER'S LICENSE REVOCATION²**

32 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
33 semester shall be ineligible to retain a driver's permit or license.

34 **ATTENDANCE HEARING¹²**

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

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

13 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
 14 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 15 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 16 The action of the Board shall be final.

 Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

NEW HIRES

Tommy Cobbs – Stigall, Educational Asst.

RESIGNATIONS

Emmanuel Bynum – East, Sp. Educational Asst.
Dr. Jamie Elliott – East, Assistant Principal