

School Board Meeting
August 6, 2026 5:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. June 2026 Bills
 - B. June 2026 Financial Report
 - C. June 11, 2026 Regular Board Meeting
 - D. July 2026 Bills
 - E. July 2026 Financial Report
- IV. Agenda Approval
- V. Regular Agenda
 - A. 2026 Fall District Meeting
 - B. 2026 TSBA Leadership Conference & Convention
 - C. Resolution for Federal Budget Amendments
 - D. Future usage of Ferrell St. property
 - E. Board Policy Updates
 - 1. 1.400 School Board Meeting
 - 2. 1.403 Agendas
 - 3. 1.404 Appeals to and Appearances Before the Board
 - 4. 1.905 Charter School Renewal
 - 5. 2.100 Fiscal Management Goals
 - 6. 2.200 Annual Operating Budget
 - 7. 4.213 Family Life Education
 - 8. 4.215 Instructional Use of Digital Devices
 - 9. 4.301 Interscholastic Athletics
 - 10. 4.600 Grading System
 - 11. 4.603 Promotion & Retention
 - 12. 4.605 Graduation Requirements
 - 13. 5.106 Application and Employment
 - 14. 5.110 Compensation Guides & Contracts
 - 15. 5.200 Separation Practices for Tenured Teachers &
5.201 Separation Practices for Non-Tenured Teachers
 - 16. 5.302 Sick Leave &
5.303 Personal and Professional Leave
 - 17. 5.600 Staff Rights & Responsibilities
 - 18. 5.801 Director of Schools Recruitment and Selection
 - 19. 6.200 Attendance
 - 20. 6.202 Home Schools
 - 21. 6.205 Student Assignments
 - 22. 6.303 Questioning Students and Searches
 - 23. 6.306 Interference/Disruption of School Activities
 - 24. 6.318 Admission of Suspended or Expelled Students
 - 25. 6.4053 Outside Applied Behavior Analysis Therapy
 - 26. 6.506 Students from Military Families
 - 27. 4.100 Instructional Program
 - 28. 4.300 Extracurricular Activities

29. 5.104 Equal Opportunity Employment
30. 5.501 Complaints & Grievances
31. 6.100 Student Goals
32. 6.301 Rights and Responsibilities of Students
33. 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation
34. 6.3041 Title IX & Sexual Harassment

F. Superintendent's Report

1. Personnel Report

VI. 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.**

VII. Adjournment

School Board Meeting

June 11, 2026 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. May 2026 Bills**
- B. May 2026 Financial Report**
- C. May 14, 2026 Regular Board Meeting**

IV. Agenda Approval

Motion passed: Motion to approve the agenda 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

V. Regular Agenda

A. Consolidated Application Fiscal Year 2027

Motion passed: Motion to approve the Consolidated Application Fiscal Year 2027 with all appropriate amendments and addendums passed with a motion by Mr. Terry Johnson 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

B. 2025-2026 Budget Amendments

Motion passed: Motion to approve the 2025-2026 Budget Amendments passed with a motion by Mr. Terry Johnson 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

C. Board Policy Updates - 2nd Reading

Motion passed: Motion to approve passed with a motion by Mr. Leon McNeal 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

1. 2.400 Revenues
2. 6.411 Student Wellness

D. Superintendent's Report

- Mission and Vision Statement
- May Attendance & Discipline Data
- Summer School
- Teacher Appreciation
- School Nurse Day
- National School Principals Day
- School Lunch Hero Day
- Teacher of the Year/Supervisor of the Year Breakfast
- Leading Ladies Scholarship Luncheon
- Ties that Bind Scholarship Dinner
- Academic Scholarship Presentation by Coach Jessie Apple

1. Threat Assessment Report

VI. 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.

VII. 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



Fall District Meeting Agenda

- | | | |
|-----------|---|--|
| 4:30 p.m. | Registration and Reception | |
| 5:00 p.m. | Welcome <ul style="list-style-type: none">• <i>Roll Call of Boards</i>• <i>100% Boards</i>• <i>Introduction of Guests</i> | TSBA District Director |
| 5:10 p.m. | Awards Ceremony <ul style="list-style-type: none">• <i>Student Achievement Award</i>• <i>School Volunteer Recognition Award</i>• <i>Levels I, II, III and IV Boardsmanship Awards</i>• <i>Recognition of Boards of Distinction and Master School Board Members</i>• <i>District Director Elections in Delta, East, Mid Cumberland, and Southeast</i> | Dr. Tammy Ganger, TSBA
Executive Director |
| 5:20 p.m. | Preparing For Your 2027 Legislative Session | Nolan Combs, TSBA
Director of Government Relations |
| 5:50 p.m. | Ignite Session <ul style="list-style-type: none">• <i>Graduation Requirements</i>• <i>TSBA Tennessee Testing Dashboard</i>• <i>PECCA</i>• <i>TSBA Frequently Asked Questions</i> | Ben Torres, TSBA
Assistant Executive Director &
General Counsel

Nolan Combs

Dr. Tammy Ganger |
| 6:30 p.m. | Share the Success
<i>(Each district will share one new program or service implemented in the last year)</i> | Dr. Tammy Ganger |
| 6:59 p.m. | Wrap Up | |
| 7:00 p.m. | Adjourn | |



Tennessee School Boards Association
2026 Annual Convention Schedule
Gaylord Opryland Resort and Convention Center

Thursday, November 5

12:00-6:30 p.m. Registration
2:00-6:00 p.m. Leadership Conference

Friday, November 6

7:00 a.m.-6:15 p.m. Registration
7:15-8:15 a.m. Leadership Conference Breakfast
8:30-11:30 a.m. Leadership Conference
11:30 a.m. Lunch (*on your own*)
11:30 a.m.-4:00 p.m. TSBA Trade Show/Reception
1:15-3:15 p.m. Pre-Convention Legal and Advocacy Workshop
3:15-4:00 p.m. Networking Session
4:15-5:45 p.m. Opening General Session
 Speaker: Willie Spears

Saturday, November 7

7:00 a.m.-5:00 p.m. Registration
7:00-10:30 a.m. TSBA Trade Show Open
7:00-8:15 a.m. TSBA Trade Show and Networking Session Breakfast
8:30-9:30 a.m. Clinic Session A
9:45-10:15 a.m. TSBA Trade Show Door Prizes
10:30-11:30 a.m. Clinic Session B
11:45 a.m.-1:15 p.m. Awards Ceremony and Convention Luncheon
1:45-2:45 p.m. Clinic Session C
3:15-4:45 p.m. Delegate Assembly
3:15-4:45 p.m. Board Secretaries' Workshop

Sunday, November 8

7:00-10:00 a.m. Registration
7:15-8:15 a.m. Convention Breakfast
8:30-9:45 a.m. Closing General Session
 Speaker: Mark Perna
9:45 a.m. Adjourn



Humboldt City Schools

Federal Budget Resolution

On behalf of the Tennessee Comptroller of the Treasury it was passed that local legislative bodies, including the school board, shall approve a budget resolution stating:

***BE IT FURTHER RESOLVED**, that the budgets of the Federal Projects Fund be the budget approved for separate projects within the fund by the Tennessee Department of Education which will dismiss further approval requirements by the school board for budget and revision approvals. This same resolution shall be annually approved every August to provide greater efficiency with regard to the numerous grants that are in the Federal Projects fund.

BE IT FURTHER RESOLVED, that any federal or private grants of Humboldt City Schools as defined in TCA 49-2-203(b)(15), shall be approved by a resolution passed by Humboldt City Schools and shall comply with the requirements established by the granting entity. Humboldt City Schools shall provide a copy of such resolution to Humboldt City Schools City Legislative Body as notice of the board's actions within seven (7) days of the resolution.

49-2-203(b)

(15) Apply for and receive federal or private grants for educational purposes. Notwithstanding title 5, chapter 9, part 4, except for grants requiring matching funds, in-kind contributions of real property or expenditures beyond the life of the grant, appropriations of federal or private grant funds shall be made upon resolution passed by the local board of education and shall comply with the requirements established by the granting entity. A county board of education or city board of education shall provide a copy of such resolution to the local legislative body as notice of the board's actions within seven (7) days of the resolution's passage.

THIS RESOLUTION is adopted as of this 6th day of August, 2026.

BOARD OF EDUCATION

Valeria Wedley, Chairman

Mark Hodge

Terry Johnson, Vice Chairman

Tommy Colvin

Leon McNeal

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date:
		Rescinds:	Issued:

The Board will transact all business at official meetings that may be either regular or special.

Every meeting of the Board shall be open to the public, except for those meetings in which the law allows closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested citizens.²

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

REGULAR MEETINGS

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

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

SPECIAL MEETINGS

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

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

ELECTRONIC ATTENDANCE⁵

Absent board members may attend a regular or special meeting by electronic means for certain qualifying reasons subject to the following requirements:

1. A quorum of the Board shall be physically present at the meeting in order for any board member to attend electronically, except in the case of inclement weather or natural disasters (permitted for a maximum of three times per year);
2. Any board member wishing to participate electronically shall do so using technology that allows the Chair to visually identify the board member; and

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

Work-Related Absence

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

Sickness or Period of Convalescence

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

Inclement Weather or Natural Disaster

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

Family Emergency

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

Military Service

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

Legal References

1. [TCA 8-44-102; TCA 49-6-804\(c\)](#)
2. [28 CFR § 36.201\(a\); 28 CFR § 36.202](#)
3. [Tenn. Att'y Gen. Op. No. 95-126 \(December 28, 1995\)](#)
4. [TCA 49-2-202\(c\)\(1\)](#)
5. [TCA 49-2-203\(c\); Public Acts of 2026, Chapter No. 852](#)

Cross References

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

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date:
		Rescinds:	Issued:

The executive committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, a draft agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least **five (5) days** prior to the scheduled date of the meeting. The draft agenda shall be available for public inspection and/or distribution on the school district website when it is distributed to the board members. The final agenda, together with supporting materials, shall be published on the school district website no later than forty-eight (48) hours prior to the regular board meeting.

At the beginning of each meeting, the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the Director of Schools' office **ten (10) days** prior to the scheduled date of the meeting. The person(s) requesting an item on the agenda shall forward any background information to the Director of Schools' office so that the material will be included in the delivery to the board members prior to the meeting.

CONSENT AGENDA

While developing the agenda, the Chair and Director of Schools shall identify routine or noncontroversial items to be placed on the consent agenda, which shall become a part of the regular agenda. If any member objects to including an item on the consent agenda, that item shall be moved to the regular agenda as an action item requiring discussion. The remaining consent items shall be adopted in a single vote without discussion.

TIMED AGENDA

The executive committee shall assign a sufficient amount of time for each item on the agenda.

ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals. In addition,

- 1 the annual agenda shall designate dates to review designated sections of the board policy manual and
- 2 to evaluate progress of programs for student achievement.

Legal References

1. [Public Acts of 2026, Chapter No. 699](#)

Cross References

Duties of Officers 1.201
Executive Committee 1.301
Appearances Before the Board 1.404

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date:
		Rescinds:	Issued:

1 APPEALS TO THE BOARD

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

8 APPEARING BEFORE THE BOARD

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

15 *Public Comment Period*²

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

23 *Adding an Item to the Agenda*

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

Legal References

1. TCA 39-17-306
2. TCA 8-44-112; Public Acts of 2026, Chapter No. 620

Cross References

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

Humboldt City Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date:
		Rescinds:	Issued:

1 **ANNUAL NOTICE¹**

2 The Director of Schools/designee shall annually notify the charter school of whether the charter school
3 is “on-track” or “off-track” for renewal. The status of each charter school shall be published in the
4 annual authorizing report.

5 **INTERIM REVIEW**

6 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
7 of a charter term in accordance with guidelines developed by the State Board of Education. As part of
8 this process, the charter school shall submit a report on the progress of the school in achieving the
9 goals and objectives set forth in the charter agreement.²

10 **CUMULATIVE PERFORMANCE REPORT**

11 Three (3) months prior to the date on which a charter school is required to submit a renewal
12 application, the Director of Schools/designee shall submit a performance report to the charter school
13 that summarizes the school’s performance record over the charter term and states the summative
14 findings concerning the school’s performance and prospects for renewal.³

15 **APPLICATION AND EVALUATION**

16 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
17 governing body of a charter school shall submit a renewal application to the Board.⁴ The Director of
18 Schools/designee shall report each renewal application received to the Tennessee Public Charter
19 School Commission (“the Commission”) within ten (10) days of receipt.⁴

20 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
21 that submits a charter school renewal application.

22 The Board will make renewal decisions by February 1st in the year the charter school agreement
23 expires.

24 **RENEWAL CRITERIA⁵**

25 The Board shall define and communicate with schools the criteria for renewal that is consistent with
26 the charter agreement. The Board shall make its renewal decision based on the renewal application,
27 annual authorizer reports, and renewal performance report.

1 Within ten (10) days of the Board voting by resolution on a renewal application, the Director of
2 Schools/designee shall promptly notify a school of its renewal recommendation and decision,
3 including the reasons for the decision and any rights to an appeal. The Director of Schools/designee
4 shall promptly communicate renewal decisions to the school community and public as well as the
5 Department of Education and the Commission.

6 *High-Performing Charters*

7 High-performing charter school renewal applications shall be automatically approved for renewal. A
8 charter school will be deemed high-performing if it:¹

- 9 1. Has met or exceeded standards on at least seventy-five percent (75%) of the indicators in each
10 section of the school performance framework in each of the three (3) immediately preceding
11 school years;
- 12 2. Has attained a school composite level of “above expectations” or “significantly above
13 expectations” as represented by the Tennessee Value-Added Assessment System (TVAAS) in
14 each of the three (3) immediately preceding school years; and
- 15 3. Has had no significant audit findings during the term of the current charter agreement.
16
17

18 Within ten (10) days of the Board approving a high-performing charter school for renewal, the Director
19 of Schools/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. [Public Acts of 2026, Chapter No. 1012](#)
2. [TCA 49-13-121\(k\)](#)
3. [State Board of Education Policy 6.111](#)
4. [TCA 49-13-121\(a\)](#)
5. [TCA 49-13-121](#); [State Board of Education Policy 6.111](#)

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Fiscal Management Goals	Descriptor Code: 2.100	Issued Date:
		Rescinds:	Issued:

The Board shall practice sound fiscal management which guarantees maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the schools under its jurisdiction.¹

In fiscal management, the Board shall achieve the following goals:

1. Engage in advance planning with the Director of Schools that incorporates community feedback;
2. Establish levels of funding which will provide quality education for the district's students; and
3. Require the Director of Schools to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, internal controls, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.²

Legal References

1. Internal School Funds Manual, Section 3-1
2. Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments (2026)

Cross References

School District Goals 1.700

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All school district budgets are the operational plans stated in financial terms for the fiscal year beginning
3 July 1st ending June 30th the following year. ¹ The Director of Schools is tasked with ensuring that the
4 budget documents are presented in a clear and understandable manner. This may include providing
5 narrative and visual tools that assist the public in understanding why the funds are needed and how they
6 will be used.²

7 *Central Office*

8 **BUDGET PREPARATION**

9 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
10 requiring additional staffing, curriculum modifications, and additional facilities.

11 The budget proposal shall be balanced, consistent with board policy and contract conditions, and include
12 provisions for:

- 13 1. Programs to meet the needs of the entire student body;
- 14
- 15 2. Staffing arrangements adequate for proposed programs;
- 16
- 17 3. Maintenance of the district's equipment and facilities;
- 18
- 19 4. Efficiency and economy; and
- 20
- 21 5. An unrestricted fund balance of 16.7%. The Board shall determine the fund balance percentage
22 that meets fiscal health standards and expectations of both school board members and takes into
23 consideration feedback from the City Council.²

24 Budget preparation shall be the responsibility of the Director of Schools.³ The Director of Schools will
25 establish procedures for the involvement of staff, including requests from department heads and
26 principals, all of whom shall seek advice and suggestions from other staff.

27 The Director of Schools and the Board Chair shall develop a budget preparation calendar no later than
28 January 1st. The calendar shall be used as a guide for coordinating the budgetary activities of individuals
29 and groups, collecting budget data, reviewing budget problems, and making budget decisions.

30 **HEARING AND REVIEWS**

- 1 Budget documents, including the proposed budget, financial reports, and spending details shall be posted
2 online and made available for inspection by various interested citizens or groups in the office of the
3 Director of Schools.

4 **FINAL ADOPTION PROCEDURE**

- 5 The Board shall adopt a budget and submit it to the City Council. The Director of Schools shall file
6 with the Commissioner of Education a copy of the budget within ten (10) days after its adoption.⁴

- 7 Within thirty (30) days of the beginning of each fiscal year, the Director of Schools shall submit to the
8 Commissioner a complete and certified copy of its entire school budget for the school year that is
9 signed by the Director of Schools and the City Council.⁵

- 10 Beginning in 2027, the Director of Schools/designee shall annually provide the following to the Office
11 of Research and Accountability in the office of the Comptroller of the Treasury by August 1:

- 12 1. A planning and budgetary report for the upcoming school year; and
13 2. An expenditure report for the immediately preceding school year.⁶

Legal References

1. [Internal School Funds Manual, Section 4-35](#)
2. [Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)](#)
3. [TCA 49-2-203\(a\)\(9\)](#)
4. [TCA 49-2-301\(b\)\(1\)\(X\); TRR/MS 0520-01-02-.13\(2\)\(a\)](#)
5. [Public Acts of 2026, Chapter No. 1012](#)
6. [Public Acts of 2026, Chapter No. 1007](#)

Cross References

- Role of the Board of Education 1.101
Executive Committee 1.301

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

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

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

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

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

TRAINING ON INSTRUCTION

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

CHILD TRAFFICKING PREVENTION EDUCATION

Instruction on child trafficking prevention and awareness shall be provided for all students in grades K-12 in a manner that is age-appropriate, grade-appropriate, and advances each year through developmentally appropriate instruction and skill building.⁶

The Director of Schools/designee shall develop a plan to implement child trafficking prevention education into the district's health education instruction and present it to the Board for approval.

REPORTING²

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

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304\(a\)](#); [TCA 49-6-1601\(g\)\(2\)](#)
3. [TCA 49-6-1304\(c\)](#)
4. [TCA 49-6-1304\(d\)](#)
5. [TCA 49-6-1304\(b\)](#)
6. [Public Acts of 2026, Chapter No. 744](#)

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Use of Digital Devices	Descriptor Code: 4.215	Issued Date:
		Rescinds:	Issued:

1 General¹

2 In-person, teacher led instruction shall be the primary mode of instruction for students in grades
3 kindergarten through five (K-5).

4 Digital devices shall be utilized in these grades only when there is a clear educational benefit,
5 including use for remediation purposes. Further, electronic assessments and instructional tools shall be
6 developmentally appropriate and aligned with state academic standards.

7 The Director of Schools shall provide guidance to staff on appropriate use of technology for these
8 grades. The **Director of Schools/designee** shall create a process for ensuring that digital instruction
9 complies with this framework and state law.

10 SOCIAL MEDIA USE

11 Students in grades kindergarten through five (K-5) are prohibited from accessing social media
12 platforms using district provided internet during the school day.

13 COMMUNICATION WITH PARENTS/GUARDIANS

14 At the beginning of each school year, the Director shall ensure that principals provide
15 parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the
16 types of devices used and the instructional purposes for such use.

17

Legal References

1. [Public Acts of 2026, Chapter No. 808](#)

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: Click here to enter a date.
		Rescinds:	Issued:

General

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹

Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.² Student athletes shall only be allowed to participate in athletic activities or events that align with the student’s sex indicated on his/her original birth certificate.³ The Director of Schools/designee shall require the parent/guardian to provide the student’s original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student’s sex at birth.

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

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

INSURANCE & PHYSICAL EXAMINATIONS

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

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

SCHEDULING CONFLICTS

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

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

SEVERE WEATHER⁴

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

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

PROHIBITION AGAINST HAZING

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

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

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

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

PRIVATE SCHOOL STUDENT PARTICIPATION¹²

While students from private schools are permitted to try out for interscholastic athletics teams, this does not guarantee that they will make the team. As with all students, those from other schools shall only be admitted to the team subject to the independent decision of the coach or other relevant school official.

Public Schools with TSSAA or TMSSAA Membership

Private school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines subject to the following conditions. These students must:

- Attend a private school that is not a member with TSSAA or TMSAA and serves fewer than two-hundred (200) students in grades six through eight (6-8) or fewer than two hundred students in grades nine through twelve (9-12);
- Satisfy the eligibility requirements established by TSSAA or TMSAA; and
- Reside within the geographic boundaries of the district.

These students shall be permitted to participate in athletic programs not offered by the private school, but only in the middle or high school that they are zoned to attend.

Public Schools without TSSAA or TMSSAA Membership

If a school is not a member with these organizations and offers its students the opportunity to participate in interscholastic athletic competition, private school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [Public Acts of 2026, Chapter No. 938](#)
3. [TCA 49-6-310\(a\)](#)
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. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [TCA 49-16-216](#)
12. [Public Acts of 2026, Chapter No. 893](#)

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

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

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

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

GRADING SYSTEM²

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. This shall also apply to students enrolled in eighth grade for the grades achieved on high school courses. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

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

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

- Honors Courses – three (3) percentage points;

- Local and Statewide Dual Credit, Capstone Industry Certification Aligned – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS⁴

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in 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\(b\)\(1\)\(H\); Public Acts of 2026, Chapter No. 901](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [TCA 49-6-407\(c\)\(2\)](#)
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: Click here to enter a date.
		Rescinds:	Issued:

General

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

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

1. Ability to perform at the current grade level;
2. Results of local assessments, screening, or monitoring tools;
3. State assessments, as applicable;
4. Home Literacy Reports;³
5. Overall academic achievement of the student;
6. Likelihood of success with more difficult material if promoted to the next grade;
7. Attendance record; and
8. The student's maturity.

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

1. Date of enrollment;
2. Additional information acquired after results of local assessment, screening, or monitoring are released;
3. Attendance Record

VOLUNTARY RETENTION⁵

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

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

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

PROMOTION PLANS⁶

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

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

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

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

RETENTION⁷

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

Decision of Retention – General⁹

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

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

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

Decision of Retention – Third Grade¹⁰

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

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

1. A student in third grade receiving a performance level rating of "approaching" on the ELA portion of the student's most recent TCAP test may be promoted if:
 - 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;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp;
 - e. The student receives tutoring for the entirety of the next school year in accordance with state law;
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the

- 1 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
2 programming; or
- 3 g. The student was administered a state-mandated assessment pursuant to TCA 49-1-
4 616(d) as a third-grade student and the student demonstrates proficiency in ELA based
5 on the student scoring within the fiftieth percentile on the most recently administered
6 universal reading screener approved by the State Board of Education or the Tennessee
7 universal reading screener.¹¹
- 8
- 9 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
10 the student's most recent TCAP test may be promoted if:
- 11
- 12 a. The student is an English language learner and has received less than two (2) full years
13 of ELA instruction;
- 14 b. The student was previously retained in grades K-3;
- 15 c. The student is retested before the next school year and scores proficient in ELA; or
- 16 d. The student attends a learning loss bridge camp before the next school year, maintains a
17 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
18 school year in accordance with state law.

19 *Decision of Retention – Fourth Grade*¹⁰

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

- 22 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
23 fourth-grade school year; and
- 24
- 25 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
26 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
27 fourth grade school year.

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

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

1 *Decision of Retention – Students with Disabilities*¹²

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

6 **APPEALS**^{8,13}

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

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

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

22 For students where retention is required per the additional requirements for students in third and fourth
 23 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.⁷

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\(7\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(7\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(7\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(8\)](#)
11. [Public Acts of 2026, Chapter No. 1030](#)

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

12. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16\(7\)\(c\); TCA 49-6-3115\(a\)\(3\)](#)
13. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)

Humboldt City Board of Education			
Monitoring: Review: Annually, in December	Descriptor Term: Graduation Requirements	Descriptor Code: 4.605	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall:¹

1. Achieve the specified **twenty-four (24)** units of credit;
2. Take the required end-of-course exams;
3. Have satisfactory records of attendance and conduct;
4. Take the ACT or SAT prior to graduation;² and
5. Pass a United States civics test.³

If a middle school student successfully completes any of the State Board-required high school credits, as evidence by a passing grade in the course prior to grade nine (9), the student shall receive graduation credit for that coursework.⁴

SPECIAL EDUCATION STUDENTS⁵

Special education students who earn the prescribed twenty-two (22) credit minimum shall be awarded a regular high school diploma.

Students who have received the below diplomas shall continue to make progress towards a regular high school diploma until the end of the school year in which they turn twenty-two (22) years old.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma but have:⁶

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.

1 *Occupational Diploma*

2 Special education students who do not meet the requirements for a regular high school diploma may be
3 awarded an occupational diploma if the student has:^{1,5}

- 4 1. Completed at least four (4) years of high school;
- 5
- 6 2. Made satisfactory progress on their IEP;
- 7
- 8 3. Maintained satisfactory records of attendance and conduct;
- 9
- 10 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment
11 (SKEMA); and
- 12
- 13 5. Has two (2) years of paid or non-paid work experience.

14 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
15 year or two (2) academic years prior to the expected graduation date.

16 *Alternate Academic Diploma*

17 Special education students who do not meet the requirements for a regular high school diploma may be
18 awarded an alternate academic diploma if the student has:⁵

- 19 1. Completed at least four (4) years of high school;
- 20
- 21 2. Participated in the high school alternate assessment;
- 22
- 23 3. Earned the prescribed twenty-two (22) credit minimum;
- 24
- 25 4. Made satisfactory progress on their IEP;
- 26
- 27 5. Maintained satisfactory records of attendance and conduct; and
- 28
- 29 6. Completed a transition assessment that measures postsecondary education and training,
30 employment, independent living, and community involvement.

31 **STUDENT LOAD**

32 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
33 of **six (6) units** of credit for graduation per year. Students with hardships and gifted students may appeal
34 this requirement to the Director of Schools and then to the Board.⁷

35 **EARLY GRADUATION⁸**

36 High school students shall be permitted to complete an early graduation program. Students intending to
37 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
38 soon thereafter as the intent is known.

In order to graduate early, students shall meet the following requirements:

1. Earn the required seventeen (17) credits;
2. Achieve a benchmark score for each required end-of-course exam;
3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
4. Meet the minimum ACT, SAT, or Classic Learning Test (CLT) benchmark score;
5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
6. Complete at least two (2) types of the following courses:
 - a. AP;
 - b. IB;
 - c. Dual enrollment; or
 - d. Dual credit.

The Director of Schools shall develop administrative procedures to ensure that the early graduation program is conducted in accordance with state law, including reporting the total number of requests to graduate early to the TN Department of Education.⁹

Legal References

1. [TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\); State Board of Education Policy 2.103](#)
3. [TCA 49-6-408; State Board of Education Policy 2.103](#)
4. [State Board of Education Policy 2.102](#)
5. [TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103](#)
6. [TCA 49-6-6005; State Board of Education Policy 2.103](#)
7. [TRR/MS 0520-01-03-.06\(19\)](#)
8. [TCA 49-6-8103; State Board of Education Policy 2.103; Public Acts of 2026, Chapter No. 912](#)
9. [Public Acts of 2026, Chapter No. 1040](#)

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Humboldt City Board of Education

Monitoring:

Review: Annually,
in January

Descriptor Term:

Application and Employment

Descriptor Code:

5.106

Issued Date:

Rescinds:

Issued:

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the State Board of Education's database to
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which shall be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant. The Board shall not reimburse the applicant if the applicant accepts a position as a teacher,
13 school maintenance employee, food service employee, transportation employee, or any other non-
14 certified position. Substitute teachers shall not be reimbursed for drug screening, criminal history
15 checks, and fingerprinting.⁴

16 Professional Employees

17 The application shall include a transcript of credits earned at the colleges or universities attended along
18 with references from persons such as previous employers, college professors, and supervisors of
19 student teachers. Other information shall include whether such applicant has been dismissed for cause
20 from a school district.⁵ If previously employed by a local board of education, the applicant shall
21 provide evidence of acceptable resignation.

22 No person shall be employed:

- 23 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
24 of Education;⁶
- 25 2. Who has been identified by the Department of Children's Services, or on a similar registry in
26 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
27 child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 28 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
29 of Health, or on a similar registry in another jurisdiction;⁷
- 30 4. Who does not present a physician's certificate showing a satisfactory health record or has any
31 contagious or communicable disease in such form that might endanger the health of school
32 children;⁸

5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹
6. Who has not had their information verified using E-Verify;¹⁰
7. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
8. Who does not receive a satisfactory background check.¹¹

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;⁸
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who has not had their information verified using E-Verify;¹⁰
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.¹¹

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹³ From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. [TCA 49-5-406; TCA 49-5-413](#)
2. [State Board of Education Policy 5.501](#)
3. [TCA 49-5-406\(a\)\(2\)\(A\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [TCA 49-2-131](#)
6. [TCA 49-5-403; TCA 49-5-101; TCA 49-5-106](#)
7. [TCA 49-5-413\(e\)](#)
8. [TCA 49-5-404](#)
9. [TCA 49-5-405](#)
10. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*; Public Acts of 2026, Chapter No. 772](#)
11. [TCA 49-5-413\(a\), \(f\)](#)
12. [TCA 49-5-406\(b\)](#)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Compensation Guides & Contracts	Descriptor Code: 5.110	Issued Date:
		Rescinds:	Issued:

1 General

2 Certified personnel shall make a written contract at a fixed salary per month before entering upon their
3 duties.¹

4 The Director of Schools shall establish the salary rating of all personnel and shall recommend the salary
5 schedule to the Board for its approval.²

6 Contracts for certified personnel shall provide the following:³

7 1. A minimum of one hundred and eighty (180) working days;

8 2. A minimum of five (5) days for in-service education;

9 3. Ten (10) vacation days; and

10 4. Five (5) days as designated by the Board (teachers shall use one (1) day for parent-teacher
11 conferences).

12 The school calendar adopted by the Board each year shall become part of all certified personnel contracts.

13 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided
14 the revenue is deposited with and salaries paid through the Board. This includes donations or
15 contributions from individual, civic, or other non-school related sources of funds from individual
16 school activity funds, such as gate receipts and concessions.^{1,4}

Legal References

1. TCA 49-2-203(a)(1); TCA 49-5-408
2. TCA 49-5-402
3. TCA 49-6-3004
4. TCA 49-6-2006(a)
5. TCA 49-5-717; Public Acts of 2026, Chapter No. 909

Cross References

School Calendar 1.800
Revenues 2.400
Payroll 2.802
Application and Employment 5.106

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date:
		Rescinds:	Issued:

ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

If an investigation of an employee's conduct is required, the Director of Schools shall determine whether to temporarily modify the employee's work status based on concerns for safety or to minimize disruption to the educational environment. This may include, but is not limited to:

- Reassignment to alternate duties;
- Placement on administrative leave with pay; or
- Temporary removal from the school setting.

Such action shall not be considered disciplinary in nature but rather a precautionary measure until a determination can be made regarding an appropriate return to duties, or the imposition of disciplinary action, which could include suspension without pay.

SUSPENSION PENDING AN INVESTIGATION¹

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a teacher with pay if there is a pending investigation. If vindicated or reinstated, the teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS^{2,3}

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall a Director of Schools suspend a tenured teacher with pay. If reinstated, the tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS⁴

When a tenured teacher is charged with offenses that may justify dismissal or a suspension greater than three (3) days, the charges shall be made in writing, specifically stating the offenses that are charged, and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the dismissal or a suspension greater than three (3) days of the teacher, the Director of Schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights, and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the Director of Schools of his/her request for a hearing.

The Director of Schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial hearing officers as defined under Tennessee law.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) working days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be overturned. In no event should such argument last more than fifteen (15) minutes unless the Board votes to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the hearing officer, send the record back for additional evidence, revise the penalty, or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the chancery court, the Board shall transmit the entire record prepared by the Director of Schools and reviewed by the Board to the chancery court for its review.

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable

extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract that the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

RETIREMENT

Retirement is a termination of services under conditions that will allow the teacher to draw benefits from retirement plans and/or Social Security benefits. Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511; 512; 513](#)
5. [TCA 49-5-508\(a\)](#); [TCA 49-5-411\(b\)](#); [Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date:
		Rescinds:	Issued:

1 ALLEGATIONS REQUIRING TEMPORARY REMOVAL FROM DUTY

2 If an investigation of an employee's conduct is required, the Director of Schools shall determine
3 whether to temporarily modify the employee's work status based on concerns for safety or to minimize
4 disruption to the educational environment. This may include, but is not limited to:

- 5 • Reassignment to alternate duties;
- 6
- 7 • Placement on administrative leave with pay; or
- 8
- 9 • Temporary removal from the school setting.

10 Such action shall not be considered disciplinary in nature but rather a precautionary measure until a
11 determination can be made regarding an appropriate return to duties, or the imposition of disciplinary
12 action, which could include suspension without pay.

13 SUSPENSION PENDING AN INVESTIGATION¹

14 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
15 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
16 is not the subject of an ongoing criminal investigation or a Department of Children's Services
17 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
18 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
19 a non-tenured teacher with pay if there is a pending investigation. If vindicated or reinstated, the non-
20 tenured teacher shall be paid full salary for the period of suspension.

21 SUSPENSION OF THREE DAYS OR LESS²

22 The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
23 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
24 with written notice, including the reasons for the suspension along with an explanation of the evidence;
25 (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested
26 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties
27 may be represented by counsel at the conference, which shall be recorded.

28 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
29 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
30 without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case, and the teacher shall have the right to:

1. Be represented by counsel;
2. Call and subpoena witnesses;
3. Examine all witnesses; and
4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide a copy to the Board.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier, or by email within five (5) business days following the last instructional day for the school year.³ If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.⁴

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.⁵ The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

- 1 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
2 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
3 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
3. [TCA 49-5-409](#)
4. [TCA 49-5-409\(b\)\(2\)](#)
5. [TCA 49-5-508](#); [TCA 49-5-411\(b\)](#); [Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Humboldt City Board of Education

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

1 PROFESSIONAL PERSONNEL

2 Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an
3 unlimited number of days.¹

- 4 • 10-month contract = 10 sick days earned per year
- 5 • 11-month contract = 11 sick days earned per year
- 6 • 12-month contract = 12 sick days earned per year

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

11 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
12 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
13 claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for
14 five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the
15 employee or immediate family member.

16 Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring
17 a physician's certificate stating the reason for absence.

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

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

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

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

26 SUPPORT PERSONNEL

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

- 1 At the termination of the employment of any employee, all unused sick leave accumulated by the
- 2 employee shall be forfeited.
- 3 The immediate supervisor may require documentation from a physician stating the reason for absence.
- 4 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of
- 5 any year.⁹ Membership withdrawal results in forfeiture of all days contributed.
- 6 The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. [TCA 49-5-710\(a\)\(1\); Public Acts of 2026, Chapter No. 1022](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)
4. [TCA 49-5-811](#)
5. [TCA 49-5-803](#)
6. [TCA 49-5-804; TCA 49-5-805](#)
7. [TCA 49-5-807](#)
8. [TCA 49-5-808\(j\), \(m\)](#)
9. [TCA 49-5-806\(d\)](#)
10. [TCA 49-5-801 et seq.](#)

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal and Professional Leave	Descriptor Code: 5.303	Issued Date:
		Rescinds:	Issued:

Professional employees shall earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.²

PERSONAL LEAVE

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in writing of intent to take leave;

2. The approval of the principal of the school shall be required:³

a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;

b. If requested during any prior established student examination period;

c. If requested on the day immediately preceding or following a holiday or vacation period;

d. During the last ten (10) days of the school year;

e. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or

f. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.

PROFESSIONAL LEAVE

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive, or county commission.⁴

Legal References

1. [TCA 49-5-711\(a\); Public Acts of 2026, Chapter No. 1022; TRR/MS 0520-01-02-.04\(3\)](#)
2. [TCA 49-5-711\(b\)](#)
3. [TCA 49-5-711\(c\)\(1\)](#)
4. [TCA 49-5-205](#)

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Humboldt City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date:
		Rescinds:	Issued:

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.¹

Educators have the right to:²

1. Be treated with civility and respect;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;³
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;⁵ and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.⁶

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;
2. To adhere to the Teacher Code of Ethics, to the extent applicable;⁷

- 1 3. Refrain from any sexually related behavior with students, including students who have graduated
2 or withdrawn in the immediately preceding twelve (12) months;⁸
- 3 4. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
4 students and the students' right to know;
- 5 5. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
6 members of the public;
- 7 6. Keep all records and prepare and submit promptly all reports that may be required by state law,
8 State Board of Education rules and regulations, board policy, and administrative procedures; and
- 9 7. Wear appropriate dress for work according to local school rules.

Legal References

1. [42 USCA § 2000e-2\(a\), \(b\); TCA 49-6-8004](#)
2. [TCA 49-5-209](#)
3. [TCA 49-6-2802](#)
4. [20 USCA § 1232g](#)
5. [TCA 49-6-4301](#)
6. [TCA 49-5-714](#)
7. [TCA 49-5-1001](#)
8. [Public Acts of 2026, Chapter No. 898](#)

Cross References

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

Humboldt City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date:
		Rescinds:	Issued:

When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.¹ The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim Director of Schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection process. A board member may not apply for or in any other way be considered for the position of Director of Schools.²

If the Board chooses to conduct a search to fill the position, the Board shall initially develop the following:³

1. Job description;
2. Timeline;
3. System for accepting and reviewing applications, including a process for handling public versus non-public material (Note: Per state law, records of all applicants are public unless candidates request their records be made private); and
4. Selection process which shall include, but not be limited to, the following:
 - a. Candidates shall be interviewed by the Board in an executive session. All deliberation shall occur during public meetings.
 - b. The Board shall attempt to select a Director of Schools by unanimous vote during a regular meeting, but only a majority vote of the membership of the Board shall be required for the appointment of a Director of Schools.

Legal References

1. TCA 49-2-203(a)(13)
2. TCA 49-2-203(a)(1)(D)
3. TCA 49-2-203(a)(13)(B); Public Acts of 2026, Chapter No. 1048

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
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness; and
- 20
- 21 5. System-wide procedures for accounting and reporting are followed.

22 **TRUANCY**

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

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

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

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

Transfer Students and Truancy Tracking

The district shall request attendance records for students enrolling after the start of the school year from the previous public school district. Unexcused absences accumulated at a previous district for the current school year shall be factored into the student's placement on the truancy intervention plan tiers, if applicable.⁹

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY¹⁰

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

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;

4. The reason for the student's absence; and

5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹¹

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

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹² The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

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

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

MAKE-UP WORK

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

STATE-MANDATED ASSESSMENT

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹³ If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism; and

2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

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

ATTENDANCE HEARING¹⁴

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

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

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. 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. [Public Acts of 2026, Chapter No. 844](#)
10. [TCA 49-6-3022](#)
11. [TCA 49-2-130](#)
12. [TCA 49-2-130\(i\)](#)
13. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
14. [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

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date:
		Rescinds:	Issued:

1 General

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

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

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

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

1 FACILITIES USE

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

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

13 RECORD ACCESS

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

Legal References

1. [TCA 49-50-801\(a\)](#)
2. [TCA 49-6-3050\(b\), \(c\)](#)
3. [TCA 49-6-3004\(a\); TCA 49-6-3050\(b\)\(3\)](#)
4. [TCA 49-6-3050\(b\)\(4\)](#)
5. [TCA 49-6-3050\(b\)\(5\); Public Acts of 2026, Chapter No. 912](#)

Cross References

Compulsory Attendance Ages 6.201

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date:
		Rescinds:	Issued:

1 TO SCHOOLS

2 Students, including those in kindergarten, shall attend the school to which they are assigned.¹

3 Parent(s)/guardian(s) who are dissatisfied with the assignment of their children may, within ten (10) days
4 after the assignment, make application to the Board for a hearing requesting a transfer to another school.²

5 TO CLASSES

6 The principal shall be responsible for assigning all students to classes.

7 Students who enter the district from another school district are to be placed by the principal in the
8 grade and/or level as indicated by records from the former school. If the student's placement is
9 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade
10 level. Parent(s)/guardian(s) shall be kept advised.

11 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
12 abuse allegedly occurred while the child was under the supervision or care of the school. If available
13 and appropriate, a child shall be reassigned if a request is made by the child's parent/guardian, and the
14 perpetrator has been: (1) substantiated by the Department of Children's Services; (2) adjudicated by a
15 juvenile court to have committed the child sexual abuse; or (3) criminally charged.³

16 If an order of protection is issued to protect a student from another student enrolled in the same school,
17 then the principal shall develop a student safety plan and implement it for the student who is named as
18 the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date
19 on which the school receives a copy of the order of protection. When reasonably practicable and
20 appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as
21 the petitioner shall provide input into the plan. The Director of Schools shall develop administrative
22 procedures to implement this process.⁴

Legal References

1. TCA 49-6-3102, 3103
2. TCA 49-6-3201
3. TCA 49-6-3102(h), (i)
4. Public Acts of 2026, Chapter No. 862

Cross References

Promotion and Retention 4.603
Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Humboldt City Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date:
		Rescinds:	Issued:

1 **QUESTIONING BY SCHOOL PERSONNEL**

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

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

9 **INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST**

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

15 **POLICE-INITIATED INTERROGATIONS**

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

22 **SEARCHES BY SCHOOL PERSONNEL**

23 The school principal shall authorize all searches at the outset per state law.² All principal initiated
24 searches shall be conducted by a school security officer, or a school administrator or school employee
25 designated by the Director of Schools who has completed the state required orientation and training.^{2,3}
26 The following conditions shall apply to principal initiated searches:

- 27 1. All the following standards of reasonableness must be met:
 - 28 a. A particular student has violated school policy;
 - 29 b. The search will yield evidence of the violation of school policy or will lead to finding
30 dangerous weapons, drugs, or drug paraphernalia;

- c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
 - d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
 - e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student (Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.”) as well as the nature of the alleged infraction;⁴
2. A school administrator shall be on-site at any principal-initiated search;
 3. A school administrator shall oversee the search and may end the search at any time; and
 4. If a student is under the age of eighteen (18), the principal must notify the student’s parent or guardian within a reasonable time of the search.⁷

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.⁵

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.⁶

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4204(a); TCA 49-6-4205(a)
3. TCA 49-6-4212; Public Acts of 2026, Chapter No. 1040
4. TCA 49-6-4205(b); Public Acts of 2026, Chapter No. 938
5. State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 (Tenn. Ct. App. July 16, 2009)
6. TCA 49-6-4201; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)
7. TCA 49-6-4205(a)

Cross References

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

Humboldt City Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date:
		Rescinds:	Issued:

1 *General*

2 A student shall not engage in conduct which causes the disruption or interference with the operation of
3 the school while on school property, in school vehicles or buses, or at school-sponsored events,
4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and
6 have the authority to control the conduct of any student while under the supervision of the school
7 district.¹

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or expulsion
9 depending on the severity of the offense and the student's prior record.²

10 **REMOVAL OF STUDENT¹**

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may
12 submit a written request along with the required documentation to the principal/designee to remove the
13 student from the teacher's classroom. The student will be given notice of the rationale for the request
14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student's
16 placement. The principal will notify the teacher as to his/her decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
18 abuse or overuse with the teacher and may require the teacher to complete additional professional
19 development to improve the teacher's classroom management skills.

20 *Appeal Process*

21 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
22 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
23 principal/designee and make a determination as to the student's placement.

24 **CLASSROOM EVACUATION**

25 Some or all students may be removed from a classroom or instructional area due to violent, aggressive,
26 or severely disruptive behavior of another student that creates a safety concern or substantially
27 interrupts classroom instruction.³

28 *Parental Notification*

The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the classroom or instructional area at the time of the classroom evacuation. The notification shall be provided by the end of the day in which the classroom evacuation took place unless the event that prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local law enforcement.

Notification to the parent(s)/guardian(s) must include:³

1. The fact that a classroom evacuation occurred;
2. A brief description of the general nature of the incident sufficient to explain why the classroom evacuation occurred; and
3. Any steps taken by the school to ensure the continued safety and supervision of students.

Parental notification provided in compliance with the Family Education Rights and Privacy Act (FERPA) and other applicable privacy laws.⁴ No information shall be disclosed about the student whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate privacy laws.

Recordkeeping

Each school shall maintain records of:

1. The date and time of the classroom evacuation;
2. The number of students evacuated;
3. The time and manner of parental notification; and
4. The staff member responsible for issuing parental notifications.

Legal References

1. TCA 49-6-2804
2. TCA 49-6-3401
3. Public Acts of 2026, Chapter No. 850
4. 20 USCA § 1232g; TCA 10-7-504

Cross References

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

Humboldt City Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 **STUDENT READMISSION TO DISTRICT¹**

2 The district may continue a disciplinary investigation of a student who withdraws from the district
3 during the investigation. If the student later reenrolls in the district, then the disciplinary investigation
4 and/or consequences shall resume.

5 **STUDENT DISCIPLINED IN ANOTHER DISTRICT**

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

9 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
10 the suspension or expulsion from the former school district. The principal may ask the
11 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
12 TCA 49-6-3051 and submit any records to the Director of Schools.² Based on the results of the
13 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
14 the request.

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

16 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
17 suspended or expelled from the former school district.³

Legal References

1. Public Acts of 2026, Chapter No. 760
2. TCA 49-6-3051(a)
3. 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 April	Descriptor Term: Outside Applied Behavior Analysis Therapy	Descriptor Code: 6.4053	Issued Date: draft
		Rescinds:	Issued:

1 *General*

2 This policy applies to “private pay providers”, which include licensed behavior analysts, registered
3 behavior technicians, and licensed assistant behavior analysts, who are under contract with
4 parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.¹

5 Private pay providers shall adhere to the memorandum of understanding (“MOU”), board policies, and
6 state and federal laws while assisting students on school property and/or at school functions. This
7 includes adhering to student confidentiality laws for any student the private pay provider encounters.
8 The school district shall require a background check and fingerprinting of all private pay providers.

9 A private pay provider accompanying a student on campus shall be responsible for attending to the
10 ongoing needs of the student they are contracted to assist. The school district shall not request the
11 private pay provider to provide services to any other students, staff, or visitors.

12 The Director of Schools shall develop administrative procedures to implement this policy.

13 **IEP TEAM COORDINATION**

14 Private pay providers shall coordinate with the student’s IEP team by:

- 15 • Attending an onboarding session;
- 16
- 17 • Defining roles and communication channels;
- 18
- 19 • Conducting a review of relevant student records;
- 20
- 21 • Ensuring documentation is accurate and promptly provided to all parties; and
- 22
- 23 • Coordinating with the IEP team prior to each meeting.

24 **TERMINATION OF SERVICES**

25 Services of the private pay provider may be terminated for cause. Termination shall be based on
26 violation of the terms of the MOU. If termination is necessary, the Supervisor of Special Education
27 shall provide the parent/legal guardian with a letter outlining the reason for the termination.

1 APPEALS PROCESS

2 If a parent/legal guardian disagrees with the school district on the provision of services, a complaint
3 may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a
4 decision on the appeal. The panel shall be composed of three individuals: a building level
5 administrator, a special education staff member, and one other school employee. The panel shall
6 review the complaint from the parent/legal guardian along with information provided by district staff
7 and make a determination on the matter within ten (10) business days.

Legal References

1. [Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401](#)

Humboldt City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation. This documentation must be provided to the school district within one
10 (1) calendar year from the date of enrollment.

11 If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an
12 individualized family service plan, then the district shall take the necessary steps to ensure that services
13 are in place when the student enrolls.

14 **ABSENCES**

15 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
16 one (1) day excused absence upon the return of a parent/guardian serving active military service.

17 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
18 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
19 proof of his/her parent/guardian's deployment. Students shall be permitted to make up school work
20 missed during these absences.³

21 **REMAINING IN THE DISTRICT⁴**

22 If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service
23 member who relocates on military orders resulting in the student no longer residing in the school
24 district due to relocation, the student shall have the option to remain enrolled in the same high school
25 until the student graduates or withdraws.

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101; Public Acts of 2026, Chapter No. 834
3. TCA 49-6-3019
4. Public Acts of 2026, Chapter No. 834

Cross References

Attendance 6.200
School Admissions 6.203

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Program	Descriptor Code: 4.100	Issued Date:
		Rescinds:	Issued:

1 General

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹

4 Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify
5 the person as male or female, as determined by anatomy and genetics existing at the time of birth.”²

6 Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be
7 expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of
8 antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish
9 community institutions and religious facilities.³

10 GOALS

11 The Board approves the following instructional goals for students:

- 12 1. To develop the skills necessary to function as a self-directed person;
- 13 2. To know the principles involved in making moral and ethical choices;
- 14 3. To develop the basic skills of reading, writing, mathematics, spelling, speaking, and problem
15 solving;
- 16 4. To develop a positive attitude toward the lifelong endeavor of learning;
- 17 5. To learn to identify personal talents and interests, make appropriate career choices, and develop
18 career skills;
- 19 6. To acquire knowledge and to develop skills in the management of personal and public
20 resources necessary for meeting obligations to self, family, and society;
- 21 7. To learn to act in a responsible manner;
- 22 8. To learn of the rights and responsibilities of citizens of the community, state, nation, and world;
23 and
- 24 9. To learn to understand, respect, and interact with people of different cultures, generations, and
25 races.

Legal References

1. 42 USCA § 2000d *et seq.*
2. Public Acts of 2026, Chapter No. 938
3. TCA § 49-50-1801; TCA § 49-50-1802

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Humboldt City Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Extracurricular Activities	Descriptor Code: 4.300	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 The following shall be adhered to:

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

26 **STUDENT CLUBS & ORGANIZATIONS⁴**

- 1 All students under the age of eighteen (18) shall present a signed and dated statement from their
- 2 parent/guardian before joining any club or organization or participating in activities of a club or
- 3 organization. The Director of Schools shall develop administrative procedures outlining this
- 4 recordkeeping process.

Legal References

1. [TCA 49-6-1002\(c\)](#)
2. [34 CFR § 106.41](#)
3. [Public Acts of 2026, Chapter No. 938](#)
4. [TCA 49-6-1031\(b\)](#)

Cross References

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

Humboldt City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Equal Opportunity Employment	Descriptor Code: 5.104	Issued Date:
		Rescinds:	Issued:

Opportunity for employment as well as continuation and advancement in employment shall be afforded equally to:

- members of all races;
- all creeds;
- all colors;
- either sex (Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth” unless otherwise required by federal law);
- all religions;
- individuals irrespective of age;
- all national origins;
- individuals with disabilities; and
- veteran status

with regard only for qualifications for the positions involved.¹

Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020); Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; 42 USCA § 12101-12213; TCA 50-10-101

Cross References

Section 504 and ADA Grievance Procedures 1.802
Recruitment of Employees 5.105
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Humboldt City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Complaints and Grievances	Descriptor Code: 5.501	Issued Date:
		Rescinds:	Issued:

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

Conflicts shall be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within the staff member's particular school, and relationships with other employees, the staff member concerned shall consult his/her supervisor. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision, up to and including, the Director of Schools.

In instances where an individual staff member feels, for personal reasons, that they cannot discuss a problem with their immediate supervisor, the staff member may take the problem directly to the Director of Schools. After review of the case, the Director of Schools shall take action as he/she deems appropriate, and within a prompt, reasonable time, shall notify all parties concerned of his/her decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees shall notify any district complaint manager if they believe the Board, district employees, or agents have violated their rights guaranteed by the state or federal constitution, state or federal statute, board policy, or the following:^{1,2,3}

1. Age Discrimination Employment Act;¹

2. Title II of the Americans with Disabilities Act;⁴

3. Title IX of the Education Amendments of 1972;⁵

4. Section 504 of the Rehabilitation Act of 1973;⁶ or

5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.^{7,5}

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure, and if a complaint is filed, to address the complaint promptly and equitably. The right of an employee to prompt and equitable resolution of the complaint shall not be impaired by the employee's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1 *Filing a Complaint*

2 An employee who wishes to avail himself/herself to this grievance procedure may do so by filing a
3 complaint with any district complaint manager. The employee may request a complaint manager of the
4 same sex. Sex shall be defined as the “immutable characteristics of the person’s reproductive system that
5 identify the person as male or female, as determined by anatomy and genetics existing at the time of
6 birth” unless otherwise required by federal law.⁸ The complaint manager may assist the employee in
7 filing a grievance.

8 *Investigation*

9 The complaint manager will investigate the complaint or appoint a qualified person to undertake the
10 investigation on his/her behalf. The complaint and identity of the complainant will not be disclosed
11 except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as
12 authorized by the complainant. The complaint manager shall file a written report within ten (10) days of
13 the filing of the grievance of his/her findings with the Director of Schools. If a complaint contains
14 allegations involving the Director of Schools, the written report shall be filed with the Board. The
15 Director of Schools shall keep the Board informed of all complaints.

16 *Decision and Appeal*

17 After receipt of the complaint manager's report, the Director of Schools shall render a written decision
18 within five (5) days of the receipt of the report that shall be provided to the employee. If the employee
19 is not satisfied with the decision, the employee may appeal the decision to the Board by making a written
20 request to the complaint manager. The complaint manager shall be responsible for promptly forwarding
21 all materials relative to the complaint and appeal to the Board. Thereafter, the Board shall, within thirty
22 (30) days from the date the appeal was received, review the report, affirm, overrule, or modify the
23 decision, and render a written finding that shall be provided to the complainant. This grievance procedure
24 shall not be construed to create an independent right to a board hearing.

25 **APPOINTING COMPLAINT MANAGERS**

26 The Director of Schools shall appoint at least two (2) complaint managers, one of each gender. The
27 Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall
28 make employees aware of each complaint manager’s contact information.

Legal References

1. Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25
2. Equal Pay Act, 29 USCA § 206(d)
3. Immigration Reform and Control Act, 8 USCA § 1324
4. Americans with Disabilities Act, 42 USCA § 12101
5. Title IX of the Education Amendments, 20 USCA § 1681
6. Section 504 of the Rehabilitation Act, 29 USCA § 701
7. Title VII of Civil Rights Act, 42 USCA § 2000e

Cross References

Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

8. Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 (2020)

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Goals	Descriptor Code: 6.100	Issued Date:
		Rescinds:	Issued:

In order to establish an environment that is conducive to learning, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, disabilities, or sex. Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”;¹
2. To protect and observe the legal rights of students;
3. To educate students with respect and encouragement;
4. To provide an environment where students can learn personal and civic responsibility for their actions through meaningful experiences;
5. To discipline students in a fair and constructive manner;
6. To provide for the safety, health, and welfare of students; and
7. To promote faithful attendance and diligent effort.

Legal References

1. 20 USCA § 1703; TCA 49-6-3109; Public Acts of 2026, Chapter No. 938

Cross References

School District Goals 1.700
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Rights and Responsibilities of Students	Descriptor Code: 6.301	Issued Date:
		Rescinds:	Issued:

The Board expects all employees, students, and parent(s)/guardian(s) to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities. Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”;¹ and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to the Board’s policies and the district’s administrative procedures;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;

- 1 8. Refrain from behavior which would lead to physical or emotional harm or disrupts the
- 2 educational process;
- 3 9. Respect the authority of school administrators, teachers, and other authorized personnel in
- 4 maintaining discipline in the school and at school-sponsored activities;
- 5
- 6 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other
- 7 unauthorized substances or materials; and
- 8
- 9 11. Possess on school grounds only those materials which are acceptable under the law and accept
- 10 the consequences for articles stored in one's locker.

Legal References

1. 20 USCA § 1703; Public Acts of 2026, Chapter
No. 938

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date:
		Rescinds:	Issued:

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.²

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.³

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS⁴

“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex (Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.”)⁵, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

“Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.⁶

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁷

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁸ The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁹

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁰ a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION¹¹

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including dismissal or suspension. The employee may appeal this decision by contacting the Federal Rights Coordinator or the Director of Schools/designee.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.¹²

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board at its regular July meeting, and it shall be submitted to the State Department of Education by August 1st.¹³

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹⁴

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.¹⁵

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; TCA 49-50-1801](#)
2. [TCA 49-6-4503\(b\)\(11\); Public Acts of 2026, Chapter No. 1093](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [Public Acts of 2026, Chapter No. 938](#)
6. [TCA 49-2-120](#)
7. [TCA 49-6-4503\(b\)\(5\)](#)
8. [TCA 49-6-4503\(b\)\(6\)](#)
9. [TCA 49-6-4503\(b\)\(14\)](#)
10. [20 USCA § 1232g](#)
11. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\); Public Acts of 2026, Chapter No. 1093](#)
12. [TCA 49-6-4503\(d\)\(3\)](#)
13. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
14. [TCA 49-6-4503\(b\)\(9\)](#)
15. [TCA 49-6-4503\(b\)\(10\)](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date:
		Rescinds:	Issued:

1 General

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ Sex shall be defined as the “immutable
4 characteristics of the person’s reproductive system that identify the person as male or female, as
5 determined by anatomy and genetics existing at the time of birth”.² This policy shall cover employees,
6 employees' behaviors, students, and students' behaviors while on school property, at any school-
7 sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in
8 accordance with federal law. This policy shall be disseminated annually to all school staff, students, and
9 parent(s)/guardian(s).³ The Title IX Coordinator as well as any personnel chosen to facilitate the
10 grievance process shall not have a conflict of interest against any party of the complaint.⁴ These
11 individuals shall receive training as to how to promptly and equitably resolve student and employee
12 complaints.⁴

13 All employees shall receive training on complying with this policy and federal law.⁵

14 TITLE IX COORDINATOR⁶

15 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
16 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
17 shall provide input on an ongoing basis as appropriate.

18 Any individual may contact the Title IX Coordinator at any time using the information below:

19 **Title:** Title IX Coordinator, Wayne Sheehan

20 **Mailing address:** Humboldt City Schools, 2602 Viking Drive, Humboldt, TN 38343

21 **Phone number:** 731-784-2652

22 **Email:** wayne.sheehan@hcsvikings.org

23 DEFINITIONS⁵

24 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
25 harassment.

26 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
27 sexual harassment.

1 “Sex-based harassment” is conduct on the basis of sex that satisfies one or more of the following:⁴

- 2 1. A school district employee conditioning an aid, benefit, or service of an education program or
3 activity on an individual’s participation in unwelcome sexual conduct;
- 4
5 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
6 objectively offensive that it effectively denies a person equal access to the education program
7 or activity; or
- 8 3. Sexual assault,⁷ dating violence,⁸ domestic violence,⁹ or stalking¹⁰ as defined in state and
9 federal law.

10 Behaviors that constitute sexual harassment may include, but are not limited to:

- 11 1. Sexually suggestive remarks;
- 12
13 2. Verbal harassment or abuse;
- 14
15 3. Sexually suggestive pictures;
- 16
17 4. Sexually suggestive gesturing;
- 18
19 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 20
21 6. Subtle or direct propositions for sexual favors; and
- 22
23 7. Touching of a sexual nature.

24 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
25 opposite sex or the same sex.

26 “Supportive measures” are non-disciplinary, non-punitive, individualized services and shall be offered
27 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
28 to, the following:

- 29 1. Counseling;
- 30
31 2. Course modifications;
- 32
33 3. Schedule changes; and
- 34
35 4. Increased monitoring or supervision.

36 The measures offered to the complainant and the respondent shall remain confidential to the extent that
37 maintaining such confidentiality would not impair the ability of the school district to provide the
38 supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.¹¹

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.¹² If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.¹³ The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.¹⁴

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁵

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and

4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.¹⁶

Investigations¹⁷

The Title IX Coordinator shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;
2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;
3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;¹⁸
4. Provide the parties with the same opportunities to have others present during any grievance proceeding;
5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and
7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten

(10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁹ the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility²⁰

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.²¹ The **clear and convincing evidence standard** shall be used in making this determination.²²

The Director of Schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS²³

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer **or the school board attorney** within five (5) days of receipt of the appeal; and
2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing

- 1 the result of the appeal and the rationale for the result. The written decision shall be provided
 2 simultaneously to both parties.

3 **RETALIATION**²⁴

- 4 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 5 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. [34 CFR § 106.1](#)
2. [Public Acts of 2026, Chapter No. 938](#)
3. [34 CFR § 106.8\(b\),\(c\)](#)
4. [34 CFR § 106.45\(b\)\(2\); 34 CFR § 106.8\(d\)](#)
5. [34 CFR § 106.2](#)
6. [34 CFR § 106.8\(a\)](#)
7. [20 USCA 1092\(f\)\(6\)\(A\)\(v\); TCA 36-3-601\(12\); TCA 71-6-302](#)
8. [34 USCA 12291\(a\)\(11\)](#)
9. [34 USCA 12291\(a\)\(12\); TCA 40-14-109](#)
10. [34 USCA 12291\(a\)\(36\); TCA 39-17-315; TCA 36-3-601\(11\)](#)
11. [34 CFR § 106.44](#)
12. [34 CFR § 106.44\(h\)](#)
13. [34 CFR § 106.44\(i\)](#)
14. [TRR/MS 0520-02-03-.09\(2\); TCA 49-5-417\(c\)](#)
15. [34 CFR § 106.45\(c\)](#)
16. [34 CFR § 106.45\(d\)](#)
17. [34 CFR § 106.45\(f\); 34 CFR § 106.45\(b\)\(4\)](#)
18. [34 CFR § 106.45\(b\)\(7\)](#)
19. [20 USCA § 1232g](#)
20. [34 CFR § 106.45\(h\)](#)
21. [34 CFR § 106.45\(b\)\(3\)](#)
22. [34 CFR § 106.45\(h\)\(1\)](#)
23. [34 CFR § 106.45\(i\)](#)
24. [34 CFR § 106.71](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Complaints and Grievances 5.501
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Student Concerns 6.305
 Reporting Child Abuse 6.409

New Hires

Isaiah Agnew - Custodian @ HJSHS/CO
Hannah Bogue - 5th ELA @ East
Nastassia Agnew-Craig - Sp. Ed. EA @ East
Shirley Daniels - Library EA @ East
Debra Dawson - Full Time Sub @ Stigall
Shirlene Donald - Part-Time EA @ East
Jordan Fondren - Art/Coordinated School Health @ Stigall
Tia Foster - 6th ELA @ East
Chris Glover - CTE Health Science @ HJSHS
Joyce Gray - Math Teacher @ HJSHS
Matthew Hunt - CTE Welding @ HJSHS
Tina James - 7th ELA @ HJSHS
Stacey Johnson - 7th Grade Math @ HJSHS
Diane Krantz - Special Ed. Teacher @ East
Katie Lucas - Teacher @ East
Sheri Moon - RTI/Library @ Stigall
Ann Proud - ELA/Math @ HJSHS
Kevin Ross - EA @ East
Casshawndra Sain - District Special Education Supervisor
Sandra Turner - Part-Time Cafeteria @HJSHS
Teiona Wedley - Sub @ East
Joy Weiss - Teacher @ East

Non-Renewals

Treyvon Brown - 7th Grade Social Studies, HJSHS
Tommia Cobb - Math/Reading Lab, Stigall Primary
Cherly Conley - 7th ELA, HJSHS
Garrick Douglas - 7th Grade Math, HJSHS
Jeanette Pledge - Kindergarten, Stigall
Undria Sanderlin - Sp. Ed. TA, East
Asia Wade - 2nd Grade, East Elementary
Arthur Weaver - 4th Grade Social Studies, East Elementary

Resignations

Brittany Bennett - Speech Therapist/Pathologist @ District
Melissa Bennett - Librarian @ HJSHS
Randall Bennett - 8th Grade Math @ HJSHS
Lisa Black - 4th Grade ELA @ East
Beverly Cannon - Special Ed. Supervisor
Tommia Cobbs - T.A. @ Stigall
Tim DeHart - Spanish @ HJSHS
Grover Harwell - Principal @ HJSHS
Tiffany Pettigrew - RTI/Librarian @ Stigall
Jenny Reed - Coordinated School Health Assistant @ East
Linda Siddell - Part-Time Cafeteria @ HJSHS
Heather Taylor - Sp. Ed. Teacher @ East
Asia Wade - 2nd Grade @ East

In-System Transfers

Anthony Ballard - Assistant Principal @ East to Assistant Principal @ HJSHS
Brittany Bennett - Office will now be at East Elementary
Jordan Fondron - Art Teacher @ Stigall & Coordinated School Health
Laticia Hicks - Librarian @ East to 1st Grade Teacher @ Stigall
Tonya Gentry - Sp. Ed. TA will be staying @ Stigall
James Jones - 1st Grade Teacher @ Stigall to Math/Reading Lab T.A. @ Stigall
Lance Martin - Office will now be at Stigall Primary
Jeanette Pledge - Kindergarten Teacher @ Stigall to Sp. Ed. T.A. @ HJSHS
Kelly Vonner - Assistant Principal @ HJSHS to Principal @ HJSHS
Destiny Williamson - 5th ELA @ East to Kindergarten Teacher @ Stigall