

School Board Meeting
February 6, 2020 6:30 PM
HJSHS Library

- I. Call to Order
- II. Swearing in - Oath of Office
- III. Roll Call
- IV. Consent Agenda
 - A. January 2020 Bills
 - B. January 2020 Financial Report
 - C. January 9, 2020 Regular Board Meeting
- V. Agenda Approval
- VI. Regular Agenda
 - A. Discussion of Superintendent Search
 - B. Board Policy Update - 1st Reading
 - 1. 4.605 Graduation Requirements
 - C. Board Policy Updates - 2nd Reading
 - 1. 4.201 Class Size Ratios
 - 2. 6.300 Code of Conduct
 - 3. 6.411 Student Wellness
 - 4. 6.600 Student Records
 - D. School Resource Officer Report
 - E. Attorney/Client Privilege Meeting
 - F. Post Election Statement by Rev Mark Hodge
 - G. Superintendent's Report
 - 1. Personnel Report
 - H. HJSHS Entrance Vestibule Bid
- VII. Citizens Concern
- VIII. Adjournment

School Board Meeting

January 9, 2020 6:30 PM
HJSHS Library

Attendance Taken at 6:35 P.M.

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

Also present: Dr. Versie Hamlett, Superintendent

I. Call to Order

II. Swearing In - Oath of Office

Mr. Wayne McLemore and Mr. Leon McNeal were sworn in by Mayor Marvin Sikes.

III. Roll Call

IV. Election of Chairman, Vice Chairman and TLN Representative

Nomination by Mr. Johnson and a second by Ms. Wedley to elect Mr. McNeal as Chairman. Nomination by Mr. McLemore to elect Rev. Hodge as Chairman. Vote: Mr. McNeal - 3-1 (McLemore), Rev. Hodge - 1-3 (Johnson, McNeal, Wedley).

Mr. McNeal will serve as the Board Chairman for the year 2020.

Nomination by Mr. McLemore to elect Rev. Hodge as Vice-Chairman. Nomination by Mr. McNeal and a second by Ms. Wedley to elect Mr. Johnson as Vice-Chairman. Vote: Mr. Johnson - 3-1 (McLemore)
Mr. Johnson will serve as the Vice-Chairman for the year 2020.

Nomination by Mr. McNeal and a second by Mr. Johnson to elect Ms. Wedley as TLN Representative. Vote: 3-1 (McLemore)
Ms. Wedley will serve as TLN Representative for the year 2020.

V. Consent Agenda

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

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

A. November 2019 Bills

- B. November 2019 Financial Report**
- C. November 7, 2019 Regular Board Meeting**
- D. December 2019 Bills**
- E. December 2019 Financial Report**

VI. Agenda Approval

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

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

VII. Regular Agenda

A. 2020 Board Meeting Dates

Motion passed: Motion to approve the 2020 Board Meeting Dates passed with a motion by Mr. Terry Johnson and a second by Ms. Valeria Wedley.

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

B. TSBA Legislative and Legal Institute

TSBA Legislative and Legal Institute will be February 17-18, 2020.

C. Board Policy Updates - 1st Reading

The following policies were presented for the first reading:

- 1. 4.201 Class Size Ratios**
- 2. 6.300 Code of Conduct**
- 3. 6.411 Student Wellness**
- 4. 6.600 Student Records**

D. Superintendent's Report

1. Personnel Report

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

VIII. Citizens Concern

IX. Adjournment

Motion passed: Motion to adjourn passed with a motion by Mr. Terry Johnson and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Absent

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

Leon McNeal, Chairman Date

Dr. Versie Hamlett, Superintendent Date

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in December | Descriptor Term: Graduation Requirements | Descriptor Code: 4.605 | Issued Date: 10/23/19 |
| | | Rescinds: 4.605 | Issued: 03/15/18 |

1 *General*

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

3 Before high school graduation, every student shall:¹

4 1. Achieve the specified twenty-four (24) units of credit (Humboldt City Schools requirement);

5

6 2. Take the required end-of-course exams;

7

8 3. Have satisfactory records of attendance and conduct;

9

10 4. Take the ACT or SAT prior to graduation;² and

11

12 5. Pass a United States civics test.³

13 **SPECIAL EDUCATION STUDENTS⁴**

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

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

18 *Special Education Diploma*

19 A special education diploma shall be awarded to students who have not met the requirements for a regular
20 high school diploma⁵ but have:

21 1. Completed four (4) years of high school;

22

23 2. Made satisfactory progress on their IEP; and

24

25 3. Maintained satisfactory records of attendance and conduct.

26 *Occupational Diploma*

27 Special education students who do not meet the requirements for a regular high school diploma may be
28 awarded an occupational diploma if the student has:^{1,4}

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

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

13 *Alternate Academic Diploma*

14 Special education students who do not meet the requirements for a regular high school diploma may be
15 awarded an alternate academic diploma if the student has:⁴

- 16 1. Completed at least four (4) years of high school;
- 17
- 18 2. Participated in the high school alternate assessment;
- 19
- 20 3. Earned the prescribed twenty-two (22) credit minimum;
- 21
- 22 4. Made satisfactory progress on their IEP;
- 23
- 24 5. Maintained satisfactory records of attendance and conduct; and
- 25
- 26 6. Completed a transition assessment that measures postsecondary education and training,
- 27 employment, independent living, and community involvement.

28 **STUDENT LOAD**

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

32 **EARLY GRADUATION⁷**

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

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

- 37 1. Earn the required eighteen (18) credits;
- 38

- 1 2. Achieve a benchmark score for each required end-of-course exam;
- 2
- 3 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 4
- 5 4. Meet the minimum ACT or SAT benchmark score;
- 6
- 7 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 8
- 9 6. Complete at least two (2) types of the following courses:
- 10
- 11 a. AP;
- 12 b. IB;
- 13 c. Dual enrollment; or
- 14 d. Dual credit.
- 15 The Director of Schools shall develop administrative procedures to ensure that the early graduation
- 16 program is conducted in accordance with state law.

Legal References

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

Cross References

Basic Curriculum Program 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Humboldt City Board of Education

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|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Class Size Ratios | Descriptor Code: 4.201 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*¹

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

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these
7 class sizes do not exceed the maximum.

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

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Humboldt City Board of Education

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|--|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in March | Descriptor Term: Code of Conduct | Descriptor Code: 6.300 | Issued Date: |
| | | Rescinds: | Issued: |

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as **RTI²B, behavior**
4 **intervention plan and trauma informed practices**. Exclusionary discipline shall only be used as a
5 measure of last resort. The development of each code shall involve principals and staff members of
6 each level and shall be consistent with the relevant policies as adopted by the Board.¹

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to
8 protect all members of the educational community in the exercise of their rights and duties and to
9 maintain a safe learning environment where orderly learning is possible and encouraged.² These
10 misbehaviors apply to student conduct on school buses, on school property, and while students are on
11 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
12 manner that:³

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following
25 trauma-informed discipline practices: **restorative practices, RTI²B, multi-tiered system of supports,**
26 **behavior intervention plans and trauma informed practices**.

27 MISBEHAVIORS: LEVEL I

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

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

- 1 • Classroom tardiness
- 2 • Cheating and lying
- 3 • Abusive language
- 4 • Failure to do assignments or carry out directions
- 5 • Wearing, while on the grounds of a public school during the regular school day,
- 6 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 7 learning environment⁴
- 8 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 9 cyber-bullying, and/or hazing)

10 *Disciplinary Procedures*

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

18 *Disciplinary Options*

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

29 **MISBEHAVIORS: LEVEL II**

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

34 *Examples (not an exclusive listing)*

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

1 *Disciplinary Procedures*

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

9 *Disciplinary Options*

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

19 **MISBEHAVIORS: LEVEL III**

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

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

22 *Examples (not an exclusive listing)*

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

34 *Disciplinary Procedures*

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

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

7 *Disciplinary Options*

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

15 **MISBEHAVIORS: LEVEL IV**

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

20 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
 21 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
 22 death to another person.⁵

23 *Examples (not an exclusive listing)*

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

- 1 • Electronic threat to cause bodily injury or death to another student or school employee

2 *Disciplinary Procedures*

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

12 *Disciplinary Options*

- 13 • Other hearing authority or Board action which results in appropriate placement
 14 • **Behavior intervention plan**

15 * Designates zero tolerance offenses.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. Public Acts of 2019, Chapter No. 421
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying,
 Cyber-bullying, and Intimidation 6.304
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Humboldt City Board of Education

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|--|---|----------------------------------|--------------|
| Monitoring: Review: Annually, in April | Descriptor Term: Student Wellness | Descriptor Code: 6.411 | Issued Date: |
| | | Rescinds: | Issued: |

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious
2 practices and the impact that such practices have on student academic achievement, health, and well-
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be
4 followed by all schools in the district.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and
7 existing wellness related programs and services in schools and the surrounding community based on
8 state law and State Board of Education CSH standards and guidelines. The district's Coordinated
9 School Health Coordinator shall be responsible for overseeing compliance with State Board of
10 Education CSH standards and guidelines in the school district.

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2, 3}**

12 A school district health advisory council shall be established to serve as a resource to school sites for
13 implementing policies and programs and develop an active working relationship with the county health
14 council. The council shall consist of individuals representing the school and community, including
15 parents, students, teachers, school administrators, health professionals, school food service
16 representatives, and members of the public. The primary responsibilities of the council include but are
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations
19 as to physical activity and nutrition policies;
- 20 21 2. Ensuring all schools within the district create and implement an action plan related to all
22 School Health Index modules;
- 23 24 3. Ensuring that the results of the action plan are annually reported to the council; and
- 25 26 27 4. Ensuring that school level results include measures of progress on each indicator of the School
Health Index.

28 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
29 as guidance by the council to make recommendations. The Board will consider recommendations of
30 the council in making policy changes or revisions.

1 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
2 community members, and administrators.² The Team will hold Healthy School Team meetings during
3 the school year to assess needs and oversee planning and implementation of school health efforts. The
4 Director of Schools/designee will ensure compliance with the school wellness policy, to include an
5 assessment of the implementation of the wellness policy and the progress made in attaining the policy
6 goals. The assessment will be made available to the public.

7 **COMMITMENT TO NUTRITION**

8 All schools within the district shall participate in the USDA child nutrition programs, which may
9 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
10 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

11 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
12 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
13 encouraged. All food including vending machines, fundraising items, and concessions must meet
14 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The
15 school principal/designee shall be responsible for overseeing the school district's compliance with the
16 State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

17 **DISTRICT GOALS**

18 The district will promote healthy nutrition through various activities, including nutrition related
19 newsletters, informational links on the district website, healthy eating posters and bulletin boards in
20 dining areas, and informational booths at various community functions. Nutrition education will be
21 offered as part of a standards based program designed to provide students with the knowledge and
22 skills needed to promote and protect their health as outlined in the State Board of Education
23 Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers
24 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with
25 a healthy breakfast.

26 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

27 The Board recognizes that physical activity is extremely important to the overall health of a child.
28 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
29 of the school program.

30 Physical education classes shall be offered as part of a standards based program designed to provide
31 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
32 physical education classes shall comply with the State Board of Education's Physical Education
33 Standards. In addition to the district's physical education program, non-structured physical activity
34 periods shall be offered as required by law.

35 Schools shall continue to offer after school sports and activities. Physical activity shall not be
36 employed as a form of discipline or punishment.

1 **COMMITMENT TO CURRICULUM³**

2 All applicable courses of study should be based on State-approved curriculum standards.

3 **SCHOOL HEALTH INDEX³**

4 All schools within the district shall annually administer a baseline assessment on each of the
5 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
6 Council and reported to the State Department of Education.

7 **RECORD KEEPING COMPLIANCE**

8 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
9 compliance with community involvement requirements are maintained. The Coordinated School
10 Health Coordinator shall additionally document that the school wellness policy and triennial
11 assessments are made available to the public.⁸

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06
6. 7 C.F.R. § 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Humboldt City Board of Education

| | | | |
|--|--|----------------------------------|---|
| Monitoring: Review: Annually, in April | Descriptor Term: Student Records | Descriptor Code: 6.600 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the student
3 through his/her school career.¹

4 The name used on the record of the student entering the school system must be the same as that shown
5 on the birth certificate unless evidence is presented that such name has been legally changed. If the parent
6 does not have or cannot obtain a birth certificate, then the name used on the records of such student shall
7 be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same as
9 that shown on records from the school previously attended unless evidence is presented that such name
10 has been legally changed as prescribed by law.

11 When a student transfers to another school within the system or to a school outside of the system, copies
12 of the student's records, including the student's disciplinary records, shall be sent to the transfer school.²

13 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³

14 ACCESS TO STUDENT RECORDS

15 Student records shall be confidential. Authorized school officials shall have access to and permit access
16 to student education records for legitimate educational purposes.⁴ A "legitimate educational interest" is
17 the official's need to know information in order to:

- 18 1. Perform required administrative tasks;
- 19 2. Perform a supervisory or instructional task directly related to the student's education; and
- 20 3. Perform a service or benefit for the student or the student's family such as health care, counseling,
21 student job placement, or student financial aid.

22 Authorized school officials may release information from or permit access to a student's education record
23 without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

- 24 1. To comply with a judicial order or lawfully issued subpoena. The school district will make a
25 reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before
26 making a disclosure;⁵

27

- 1 2. If the disclosure is an item of directory information;⁶
- 2
- 3 3. To comply with the requirements of child abuse reports to the extent known by the school
- 4 officials including the name, address, and age of the student; the name and address of the
- 5 person responsible for the care of the student; and the facts requiring the report;⁷
- 6
- 7 4. When certain federal and state officials need information in order to audit or enforce legal
- 8 conditions related to federally-supported education programs in the school district;⁸
- 9
- 10 5. When the school district has entered into a contract or written agreement for an organization to
- 11 conduct scientific research on the system's behalf to develop tests or improve instruction,
- 12 provided that the studies are conducted in a manner which will not permit the personal
- 13 identification of students and their parent(s)/guardian(s) by individuals other than
- 14 representatives of the organization, and the information will be destroyed when no longer
- 15 needed for the purpose for which the study was conducted;⁹
- 16
- 17 6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined
- 18 by the Internal Revenue Code;¹⁰
- 19
- 20 7. To accrediting organizations to carry out their accrediting functions;¹¹
- 21
- 22 8. When a student seeks or intends to enroll in another school district or a post-secondary school.
- 23 Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records
- 24 transferred under this provision;¹²
- 25
- 26 9. To financial institutions or government agencies that provide or may provide financial aid to a
- 27 student in order to establish eligibility, to determine the amount of financial aid, to establish
- 28 conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
- 29
- 30 10. To make the needed disclosure in a health or safety emergency when warranted by the
- 31 seriousness of the threat to the student or other persons, when the information is necessary and
- 32 needed to meet the emergency, when time is an important and limiting factor, and when the
- 33 persons to whom the information is to be disclosed are qualified and in a position to deal with
- 34 the emergency;¹⁴
- 35
- 36 11. To the Attorney General/designee for official purposes related to the investigation or
- 37 prosecution of an act of domestic or international terrorism. An educational agency that, in
- 38 good faith, produces education records in accordance with an order shall not be liable to any
- 39 person for that production;¹⁵
- 40
- 41 12. To any agency caseworker or other representative of a state or local child welfare agency or
- 42 tribal organization authorized to access the student's educational records when such agencies or
- 43 organizations are legally responsible for the care and protection of the student.¹⁶

44 Authorized school officials may release information from a student's education record if the student's
45 parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent
46 must include:¹⁷

- 1 1. A specification of the records to be released;
- 2
- 3 2. The reasons for the disclosure;
- 4
- 5 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
- 6 made;
- 7
- 8 4. The signature of the parent(s)/guardian(s) or eligible student; and
- 9
- 10 5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

11 The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed
12 under this provision.

13 The school district will maintain an accurate record of all requests to disclose information from or to
14 permit access to a student's education records. The district will maintain an accurate record of
15 information it discloses and access it permits. The district will maintain this record as long as it maintains
16 the student's education record.¹⁸

17 The record will include at least:¹⁸

- 18 1. The name of the person or agency that makes the request;
- 19
- 20 2. The interest the person or agency has in the information;
- 21
- 22 3. The date the person or agency makes the request; and
- 23
- 24 4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

25 * *The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-*
26 *secondary school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.*
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

Cross References

School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404

Resignations

Christian Williams – East, Educational Asst.

New Hires

Louverna Cox – East Cafeteria

Courtney Thurbush – Stigall PreK Asst.

Thomas Glass Company

439 Airways Blvd.
Jackson Tennessee 38301

Telephone 731-427-3735
Fax 731-427-3741

January 21, 2020

Lashlee-Rich, Inc.
100 West Main Street
Humboldt, TN 38343

Re: Entrance Vestibule
Humboldt High School
Humboldt, TN

V-E Pricing

We propose to furnish & install the New Entrance Vestibule for the sum of \$18,848.00

Items deleted / changed are as follows:

- Deleted electrified panic and associated controls.
- Deleted painted finish.
- Deleted cross rails on doors.
- Replaced lever trim with 1" diameter pull handles.
- Replaces butt hinges with offset pivot hinges. (2 per door)
- Replaced 4" sill member with 2" sill.

Qualifications and Exclusions:

1. Price valid for 60 days.
2. Excludes cleaning and protection.
3. Excludes repair/replacement of entrances, glass and glazing due to damage by others.
4. Excludes relocating of existing light fixtures, fire alarm pull stations, security cameras and HVAC elements.
5. Excludes new exit sign/emergency light.
6. Excludes touch-up, repair and replacement of existing surfaces and finishes.
7. New entrance frame to be mounted to existing ceiling grid, excludes re-work of existing grid and bracing to structure above.
8. Finish to be dark bronze anodized or clear anodized.
9. Panics to be Dorma 9300.