

School Board Meeting
June 7, 2018 6:30 PM
HJSHS Library

Attendance Taken at 6:29 PM.

Rev. Mark Hodge: Present

Mr. Terry Johnson: Present

Mr. Wayne McLemore: Present

Mr. Leon McNeal: Present

Ms. Valeria Wedley: Absent

Also present: Dr. Versie Hamlett, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion to approve the Consent Agenda as presented passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

Ms. Lori Coleman: Yea

Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Yea

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Absent

Yea: 4, Nay: 0, Absent: 1

A. May 2018 Bills

B. May 2018 Financial Report

C. May 17, 2018 Regular Board Meeting

IV. Agenda Approval

Motion to approve the agenda passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

Ms. Lori Coleman: Yea

Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Yea

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Absent

Yea: 4, Nay: 0, Absent: 1

V. Regular Agenda

A. 2017-2018 Budget Amendments

Motion to approve the 2017-18 Budget Amendments for General Fund and Food Service passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

Ms. Lori Coleman: Yea

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

B. 2018-2019 Non-Licensed Salary Scale

Motion to approve the 2018-2019 Non-Licensed Salary Scale with a 2% raise passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

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

C. 2018-2019 Licensed Salary Scale

Motion to approve the 2018-2019 Licensed Salary Scale with a 2% raise passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

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

D. 2018-2019 Food Service Budget

Motion to approve the 2018-2019 Food Service Budget passed with a motion by Mr. Leon McNeal and a second by Ms. Lori Coleman.

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

E. Board Policy Amendment 6.200 Attendance

Board Policy 6.200 Attendance was presented for the first reading.

F. Superintendent's Evaluation Report

Mr. Johnson, Board Chairman, reported that Dr. Hamlett's evaluation score was above expectations.

G. Superintendent's Report

- Summer Feed Report by Ginny Hatch, Food Service Director.
- Introduction of the new Principals at Stigall, East Elementary and HJSHS.

1. Personnel Report

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

VI. Citizens Concern

VII. Adjournment

Motion to adjourn passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

Ms. Lori Coleman:	Yea
Mr. Terry Johnson:	Yea
Mr. Wayne McLemore:	Yea
Mr. Leon McNeal:	Yea
Ms. Valeria Wedley:	Absent

Yea: 4, Nay: 0, Absent: 1

Chairman

Date

Superintendent

Date

School Board Meeting

May 17, 2018 6:30 PM

HJSHS Library

Attendance Taken at 6:30 PM:

Present Board Members:

Ms. Lori Coleman
Mr. Terry Johnson
Mr. Wayne McLemore
Mr. Leon McNeal
Ms. Valeria Wedley

Also present: Dr. Versie Hamlett, 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 Ms. Lori Coleman and a second by Mr. Wayne McLemore.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

III.A. April 2018 Bills

III.B. April 2018 Financial Report

III.C. April 12, 2018 Regular Board Meeting

IV. Agenda Approval

Motion Passed: Motion to approve the agenda passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

V. Regular Agenda

V.A. Graduation

Graduation will be Friday, May 18th at 6:00 p.m.

V.B. Teachers Recommended for Tenure

Motion Passed: Motion to approve the following teachers for tenure: Lacy Barnett, Travis Johnson, Tiffany Pettigrew and Tamara Comer passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

V.C. TNReady Testing

Motion Passed: Motion that TNReady and EOC scores not be included in students' final grades for the school year 2017-2018 passed with a motion by Mr. Wayne McLemore and a second by Ms. Valeria Wedley.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

V.D. Consolidated Application Fiscal Year 2019 (ePlan)

Motion Passed: Motion to approve the 2019 Federal & State Consolidated Application for funding passed with a motion by Mr. Leon McNeal and a second by Ms. Lori Coleman.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

V.E. 2018-2019 School Year Budget

Motion Passed: Motion to approve the 2018-19 school year budget which includes a 2% raise for all personnel, a 3% increase in insurance and \$150,000 for textbooks passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

V.F. Superintendent's Report

- Graduation is Friday, May 18th.
- Summer Feed Program will be June 4-July 17 at Stigall and HJSHS.
- Last day of school is Wednesday, May 23rd. Report cards will be given out on Friday, May 25th.
- Summer Reading Program will be June 4-June 15 at Stigall.

V.F.1. Personnel Report

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

VI. Citizens Concern

VII. Adjournment

Motion Passed: Motion to adjourn passed with a motion by Ms. Lori Coleman and a second by Mr. Wayne McLemore.

5 Yeas - 0 Nays.

Ms. Lori Coleman	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

Terry Johnson, Chairman Date

Dr. Versie Hamlett, Superintendent Date

Amendment to
2017-2018 Budget
General Fund

	Original Budget	Increase	Amended Budget	
Regular Instruction	6,601.00	2,075.00	\$8,676.00	calculated incorrectly
71100 117 Career Ladder	\$220,000.00	50,000.00	\$270,000.00	curriculum materials increase (Instructional Partners)
Special Ed Instruction	108,334.00	12,500.00	\$120,834.00	hired one EA after budget passed
71200 163 Educational Assistants	1,200.00	800.00	\$2,000.00	more subs needed
Vocational Instruction	4,500.00	350.00	\$4,850.00	more subs needed
71300 195 Certified Subs	43,142.00	1,700.00	\$44,842.00	replaced personnel after budget passed/new person had more experience/education
71300 198 Non-certified subs	1,500.00	1,200.00	\$2,700.00	attended more meetings/conferences
Attendance	101,940.00	3,500.00	\$105,440.00	percentage changed of what GF needed to pay on Title Supervisor
72110 105 Supervisor	6,000.00	2,500.00	\$8,500.00	computer repairs increased
72110 355 Travel	74,500.00	25,500.00	\$100,000.00	1:1 laptops and carts
Support Services	13,000.00	2,400.00	\$15,400.00	Board traveled more
72210 105 Supervisor's	13,000.00	500.00	\$13,500.00	rates increased
Technology	61,791.00	2,310.00	\$64,101.00	Attained her MS+30 this year
72250 336 Maintenance & repair equipment	9,000.00	2,000.00	\$11,000.00	rates increased
72250 790 Equipment	1,200.00	2,650.00	\$3,850.00	Central office staff traveled more
Board of Education	243,194.00	1,000.00	\$244,194.00	not enough dollars were budgeted for overtime
72310 355 Travel	225,000.00	36,000.00	\$261,000.00	increase in use of electricity
Superintendent	64,000.00	9,500.00	\$73,500.00	increase in use of natural gas
72320 307 Communications	85,018.00	11,000.00	\$96,018.00	not enough dollars were budgeted for overtime
Office of the Principal	40,000.00	4,000.00	\$44,000.00	bus work orders increased
72410 139 Assistant Principals	\$0.00	1,100,000.00	\$1,100,000.00	didn't budget anything, because didn't know what would be needed
72410 307 Communications	\$230,000.00	18,100.00	\$248,100.00	interest payments were more than estimated
Central Office				
72510 355 Travel				
Operation of Plant				
72610 166 Custodial Personnel				
72610 415 Electricity				
72610 434 Natural Gas				
Transportation				
72710 146 Bus drivers				
72710 338 Maintenance & repair vehicles				
Capital Outlay				
76100 706 Building Construction				
Debt Service				
82130 502 Bond payments				
Total		1,289,585.00		

Account Number	Original Budget	Increase	Amended Budget
Revenue			
49100 Loan Proceeds	\$0.00	1,100,000.00	\$1,100,000.00

Expenditures	Original Budget	Increase	Amended Budget
71100-116 Regular Instruction Teachers	\$3,132,058.00	80,000.00	\$3,052,058.00
71100-201 Social security	\$212,627.00	25,000.00	\$187,627.00
71100-204 retirement	\$305,661.00	\$25,000.00	\$280,661.00
71100-207 Medical insurance	517,391	50,000.00	\$467,391.00
71300 116 Vo Tech teachers	\$260,905.00	9,585.00	\$251,320.00

Decrease

Total \$1,289,585.00

**FOOD SERVICE 2017-2018 BUDGET
AMENDMENTS**

EAST END (2)

EXPENDITURES

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>-</u>	<u>+</u>	<u>ACTUAL EXPENDITURES</u>	<u>AMENDED BUDGET</u>
73100-105	\$29,620.45		44.15	\$29,664.60	\$29,664.60
73100-162	\$18,302.81		73.36	\$18,376.17	\$18,376.17
73100-165	\$104,850.53	3,799.32		\$89,246.12	\$101,051.21
73100-189	\$3,411.61			\$1,927.68	\$3,411.61
73100-198	\$2,624.00		100.00	\$2,664.41	\$2,724.00
73100-201	\$9,830.57			\$8,516.63	\$9,830.57
73100-204	\$11,492.71			\$8,978.85	\$11,492.71
73100-206	\$128.33			\$120.14	\$128.33
73100-207	\$16,944.07			\$4,298.87	\$16,944.07
73100-208	\$238.21			\$214.75	\$238.21
73100-212	\$2,299.28			\$1,991.93	\$2,299.28
73100-306	\$50.00		13.79	\$63.79	\$63.79
73100-307	\$369.00		100.00	\$465.37	\$469.00
73100-336	\$3,801.93			\$959.91	\$3,801.93
73100-354	\$1,517.00			\$1,323.99	\$1,517.00
73100-355	\$2,870.00			\$362.98	\$2,870.00
73100-399	\$2,050.00		700.00	\$2,712.94	\$2,750.00
73100-421	\$14,555.00			\$12,100.00	\$14,555.00
73100-422	\$205,000.00			\$154,195.49	\$205,000.00
73100-435	\$205.00		100.00	\$206.34	\$305.00
73100-469	\$28,252.28		2,568.02	\$30,820.30	\$30,820.30
73100-499	\$143.50			\$123.85	\$143.50
73100-524	\$410.00		100.00	\$415.26	\$510.00
73100-599	\$820.00			\$553.59	\$820.00
73100-710	\$4,510.00			\$3,246.67	\$4,510.00
	\$464,296.28	\$3,799.32	\$3,799.32	\$373,550.63	\$464,296.28

**FOOD SERVICE 2017-2018 BUDGET
AMENDMENTS**

High School (4)

EXPENDITURES

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>-</u>	<u>+</u>	<u>ACTUAL EXPENDITURES</u>	<u>AMENDED BUDGET</u>
73100-105	\$26,008.20		150.00	\$26,153.28	\$26,158.20
73100-162	\$16,070.76		140.00	\$16,202.91	\$16,210.76
73100-165	\$92,063.88	6,314.84		\$85,108.51	\$85,749.04
73100-189	\$2,995.56			\$1,696.78	\$2,995.56
73100-198	\$2,304.00		2,650.00	\$4,951.79	\$4,954.00
73100-201	\$8,631.72			\$7,161.08	\$8,631.72
73100-204	\$10,091.16			\$6,388.62	\$10,091.16
73100-206	\$112.68			\$105.47	\$112.68
73100-207	\$14,877.72			\$12,323.79	\$14,877.72
73100-208	\$209.16			\$189.37	\$209.16
73100-212	\$2,018.88			\$1,893.97	\$2,018.88
73100-306	\$50.00		20.00	\$63.79	\$70.00
73100-307	\$324.00		100.00	\$460.11	\$424.00
73100-336	\$3,338.28			\$1,535.49	\$3,338.28
73100-354	\$1,332.00			\$1,319.76	\$1,332.00
73100-355	\$2,520.00			\$205.54	\$2,520.00
73100-399	\$1,800.00		1,000.00	\$2,712.91	\$2,800.00
73100-421	\$12,780.00			\$12,544.77	\$12,780.00
73100-422	\$180,000.00			\$153,780.72	\$180,000.00
73100-435	\$180.00			\$73.29	\$180.00
73100-469	\$24,806.88		2,254.84	\$27,061.72	\$27,061.72
73100-499	\$126.00			123.84	\$126.00
73100-524	\$360.00			\$337.26	\$360.00
73100-599	\$720.00			\$378.87	\$720.00
73100-710	\$3,960.00			\$1,313.97	\$3,960.00
	\$407,680.88	\$6,314.84	\$6,314.84	\$364,087.61	\$407,680.88

**FOOD SERVICE 2017-2018 BUDGET
AMENDMENTS**

STIGALL (5)

EXPENDITURES

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>-</u>	<u>+</u>	<u>ACTUAL EXPENDITURES</u>	<u>AMENDED BUDGET</u>
73100-105	\$16,616.35		225.00	\$16,830.12	\$16,841.35
73100-162	\$10,267.43		200.00	\$10,426.21	\$10,467.43
73100-165	\$58,818.59		4,800.00	\$63,552.91	\$63,618.59
73100-189	\$1,913.83			\$1,095.14	\$1,913.83
73100-198	\$1,472.00			\$326.26	\$1,472.00
73100-201	\$5,514.71			\$5,238.09	\$5,514.71
73100-204	\$6,447.13			\$6,229.63	\$6,447.13
73100-206	\$71.99			\$67.37	\$71.99
73100-207	\$9,505.21		3,900.00	\$13,339.89	\$13,405.21
73100-208	\$133.63			\$121.87	\$133.63
73100-212	\$1,289.84			\$1,225.08	\$1,289.84
73100-306	\$50.00		63.79	\$63.79	\$113.79
73100-307	\$207.00			\$13.28	\$207.00
73100-336	\$2,132.79		350.00	\$2,475.74	\$2,482.79
73100-354	\$851.00		400.00	\$1,192.86	\$1,251.00
73100-355	\$1,610.00			\$289.64	\$1,610.00
73100-399	\$1,150.00		1,600.00	\$2,712.93	\$2,750.00
73100-421	\$8,165.00			\$7,340.28	\$8,165.00
73100-422	\$115,000.00			\$97,494.05	\$115,000.00
73100-435	\$115.00			\$26.65	\$115.00
73100-469	\$15,848.84		1,440.59	\$17,289.43	\$17,289.43
73100-499	\$80.50		100.00	123.82	\$180.50
73100-524	\$230.00		125.00	\$348.21	\$355.00
73100-599	\$460.00		150.00	\$590.38	\$610.00
73100-710	\$2,530.00		25,000.00	\$27,145.46	\$27,530.00
	\$260,480.84	\$0.00	\$38,354.38	\$275,559.09	\$298,835.22
Fund Balance		\$38,354.38			

FOOD SERVICE 2017-2018 BUDGET
 AMENDMENTS

SUMMER FEED (6)

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>-</u>	<u>+</u>	<u>ACTUAL EXPENDITURES</u>	<u>AMENDED BUDGET</u>
73100-165	\$0.00		\$2,845.50	\$2,845.50	\$2,845.50
73100-201	\$0.00		\$176.43	\$176.43	\$176.43
73100-204	\$0.00		\$193.78	\$193.78	\$193.78
73100-212	\$0.00		\$41.25	\$41.25	\$41.25
73100-422	\$0.00		\$6,731.07	\$6,731.07	\$6,731.07
				<u>ACTUAL REVENUE</u>	
47111	\$0.00	\$553.77		\$14,537.52	\$553.77
47113	\$0.00	\$9,434.26		\$9,434.26	\$9,434.26
		\$9,988.03	\$9,988.03		

**FOOD SERVICE 2017-2018 BUDGET
AMENDMENTS**

**FRUIT & VEGETABLE GRANT (7)
STIGALL**

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>-</u>	<u>+</u>	<u>ACTUAL EXPENDITURES</u>	<u>AMENDED BUDGET</u>
73100-165			\$2,569.13		\$0.00
73100-189			\$1,359.80		\$0.00
73100-201			\$81.65		\$0.00
73100-204			\$121.23		\$0.00
73100-207			\$87.77		\$0.00
73100-208			\$3.16		\$0.00
73100-212			\$56.36		\$0.00
73100-421			\$3,070.98		\$3,070.98
73100-422			\$8,599.92		\$0.00
	\$0.00	\$0.00	\$15,950.00	\$0.00	\$3,070.98
47114	\$0.00	\$15,950.00			

**FOOD SERVICE 2017-2018 BUDGET
AMENDMENTS**

**FRUIT & VEGETABLE GRANT (8)
EAST**

<u>ACCOUNT</u>	<u>BUDGET</u>	<u>-</u>	<u>+</u>	<u>ACTUAL EXPENDITURES</u>	<u>AMENDED BUDGET</u>
73100-165			\$3,558.49		\$3,558.49
73100-189			\$1,991.79		\$0.00
73100-201			\$119.59		\$0.00
73100-204			\$177.57		\$0.00
73100-207			\$128.57		\$0.00
73100-208			\$4.65		\$0.00
73100-212			\$79.54		\$0.00
73100-421			\$4,589.65		\$4,589.65
73100-422			\$13,153.92		\$0.00
	\$0.00	\$0.00	\$23,803.77	\$0.00	\$8,148.14
47114	\$0.00	\$23,803.77			

**Food Service Fund
2018-2019 Budget**

Revenue

Account	Description	Budget	
43521	Lunch Payments Children	\$1,326.00	
43522	Lunch Payments Adults	\$21,000.00	
43525	A la Carte Sales	\$44,650.00	AlaCarte/Student Dpst/Pk snack pymt
44110	Interest	\$1,201.00	Bank Interest
46520	School Food Service State Matching	\$8,018.00	State Matching
47111	USDA School Lunch Program	\$546,000.00	Lunch Reimbursement
47112	Commodities	\$68,044.00	
47113	USDA Breakfast	\$342,000.00	Breakfast Reimbursement
47114	USDA Other	\$91,000.00	Snack and FV Reimbursement
		\$1,123,239.00	

Expenditures

Account	Description	Budget	
73100-105	Supervisor/Director	\$75,023.00	Ginny
73100-162	Clerical Personnel	\$45,802.00	Susie
73100-165	Cafeteria Personnel	\$259,353.00	All café staff + F/V worker
73100-189	Other Salaries/Wages	\$8,722.00	Donna/FV admin
73100-198	Substitute Pay	\$6,400.00	
73100-201	Social Security	\$23,959.00	Benefits
73100-204	State Retirement	\$28,895.00	
73100-206	Life Insurance	\$383.00	
73100-207	Medical Insurance	\$42,841.00	
73100-208	Dental Insurance	\$581.00	
73100-212	Employer Medicare	\$5,636.00	
73100-306	Bank Charges	\$200.00	
73100-307	Communication	\$900.00	
73100-336	Maintenance/Repair Equipment	\$6,000.00	
73100-354	Commodity Delivery Charges	\$4,000.00	PFG Commodity Delivery
73100-355	Travel	\$5,000.00	
73100-399	Other Contracted Service	\$6,000.00	Mosaic Support/TrackPoint /Cathey
73100-421	Food Preparation Supplies	\$37,000.00	Non Food Items
73100-422	Food Supplies	\$486,000.00	Food Items
73100-435	Office Supplies	\$500.00	Robinson Office Supply/Walmart
73100-469	Commodities	\$68,044.00	
73100-499	Other Supplies/Materials	\$500.00	Walmart
73100-524	Staff Development/Inservice	\$1,000.00	Registration Fees
73100-599	Other Charges	\$1,500.00	RD and Café license/SNA/Walmart
73100-710	Food Service Equipment	\$9,000.00	
		\$1,123,239.00	

Humboldt City Board of Education

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

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
2 each day school is in session. The Director of Schools/designee shall develop appropriate administrative
3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

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

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

- 19 1. Personal illness/injury;
- 20 2. Illness of immediate family member;
- 21 3. Death in the family;
- 22 4. Extreme weather conditions;
- 23 5. Religious observances;⁵
- 24 6. College visits;
- 25 7. Pregnancy;

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

6 The principal shall be responsible for ensuring that:⁷

- 7 1. Attendance is checked and reported daily for each class;
- 8
- 9 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 10 for the majority of the day;
- 11 3. All student absences are verified;
- 12 4. Written excuses are submitted for absences and tardiness; and
- 13 5. System-wide procedures for accounting and reporting are followed.

14 **TRUANCY**

15 *General*

16 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
17 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
18 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
19 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
20 considered present for school attendance purposes.⁸ If a student is required to participate in a remedial
21 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
22 and the school system provides transportation, unexcused absences from these programs shall be
23 reported in the same manner.⁹

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

29 *Progressive Truancy Intervention Plan*¹⁰

30 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
31 implemented.

32 **Tier I**

33 Tier I of the progressive truancy intervention plan shall include the following:

- 1 1. A conference with the student and the student's parent(s)/guardian(s);
- 2
- 3 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
- 4 and an attendance supervisor or designee. The contract shall include:
- 5
- 6 a. A specific description of the school's attendance expectations for the student;
- 7 b. The period for which the contract is effective; and
- 8 c. Penalties for additional absences and alleged school offenses, including additional
- 9 disciplinary action and potential referral to juvenile court; and
- 10
- 11 3. Regularly scheduled follow-up meetings to discuss the student's progress.

12 Tier II

13 If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I,

14 the student will be subject to Tier II.

15 Under this tier, a school employee shall conduct an individualized assessment detailing the reasons a

16 student has been absent from school. The employee may refer the student to counseling, community-

17 based services, or other services to address the student's attendance problems.

18 Tier III

19 This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

20 These interventions shall be determined by a team formed at each school. The interventions shall

21 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director

22 of Schools/designee.

23 MILITARY SERVICE OF PARENT/GUARDIAN

24 School principals shall provide students with a one-day excused absence prior to the deployment of and

25 a one-day excused absence upon the return of a parent or custodian serving active military service.

26 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a

27 parent/guardian during a deployment cycle. The student shall provide documentation to the school as

28 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork

29 missed during these absences.¹¹

30 MAKE-UP WORK

31 Make-up work must be made up and turned in by the end of the second school day after the student

32 returns to school. In the case of consecutive days absences, one day per each day may be added to the

33 allowed time for make-up work to be turned in.

1 STATE-MANDATED ASSESSMENT

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

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

8 CREDIT/PROMOTION DENIAL

9 Credit/promotion denial determinations may include student attendance; however, student attendance
10 may not be the sole criterion.¹² If attendance is a factor prior to credit/promotion denial, the following
11 shall occur:

- 12 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
13 credit/promotion denial due to excessive absenteeism.
- 14
- 15 2. Procedures in due process are available to the student when credit or promotion is denied.

16 DRIVER'S LICENSE REVOCATION²

17 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
18 semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

19 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in
20 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

21 ATTENDANCE HEARING¹³

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

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

- 1 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
 2 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 3 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 4 The action of the Board shall be final.
- 5 The Director of Schools/designee shall ensure that this policy is posted in each school building and
 6 disseminated to all students, parents, teachers, and administrative staff.

 Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

 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
- Students in Foster Care 6.505
- Student Records 6.600

Resignations

Kristin Horner – East 2nd Grade
Vicki Perry – HJSHS Asst. Principal
Richard Willis – Stigall Principal
Danny Nowell – HHS Football Coach
Jessica Cerven – East 5th Grade
Tyler Howell – Maintenance Supervisor
Diane Sowell – HJSHS Attendance
Linda Siddell – Crossing Guard
Beverly Cannon – HJSHS Special Ed.

Non-Renewals

Jimmy Coleman – Stigall Kindergarten
Jonathan Rice – HJSHS History

Retirements

Charlotte Shivley – East Principal
Nancy Hardee – East Receptionist