

**School Board Meeting**

September 12, 2019 6:30 PM  
HJSHS Library

Attendance Taken at 6:30 PM.

Rev. Mark Hodge: Present  
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. Roll Call**

**III. Consent Agenda**

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

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

Yea: 5, Nay: 0

**A. August 2019 Bills**

**B. August 2019 Financial Report**

**C. August 8, 2019 Regular Board Meeting**

**IV. Agenda Approval**

**Motion passed:** Motion to approve the agenda passed with a motion by Rev. Mark Hodge and a second by Mr. Wayne McLemore.

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

Yea: 5, Nay: 0

**V. Regular Agenda**

**A. The extension of the contract of employment for the Director of Schools, Dr. Versie Hamlett**

**Motion failed:** Motion that the contract of the Director of Schools be extended for three (3) years beginning July 1, 2020 and extending until June 30, 2023, keeping all benefits listed in the existing contract the same failed with a motion by Rev. Mark Hodge and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea

Mr. Terry  
Johnson:                   Nay  
Mr. Wayne  
McLemore:                   Yea  
Mr. Leon McNeal:        Nay  
Ms. Valeria  
Wedley:                    Nay  
Yea: 2, Nay: 3

**B. Computer Bids 2019-20**

**Motion passed:** Motion to accept the bid for all equipment from BGC Systems for all products passed with a motion by Mr. Leon McNeal and a second by Ms. Valeria Wedley.

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

**C. Student Benchmark Formative Assessment Bid**

**Motion passed:** Motion to approve the bid from CASE/TE21 passed with a motion by Ms. Valeria Wedley and a second by Mr. Leon McNeal.

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

**D. Student Online Assessment, Intervention, and Adaptive Instructional Software Bid**

**Motion passed:** Motion to approve the bid from Curriculum Associates passed with a motion by Ms. Valeria Wedley and a second by Mr. Leon McNeal.

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

**E. Unit and Credit Recovery, Individualized Student Instruction and Customizable Courseware with Data-driven Adjustments Bid**

**Motion passed:** Motion to approve the bid from Edmentum passed with a motion by Ms. Valeria Wedley and a second by Mr. Leon McNeal.

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

**F. Board Policy Updates - 1st Reading**

The following board policies were presented for the first reading:

1. 1.101 Role of the Board of Education
2. 1.202 Duties of Board Members
3. 1.2021 Boardsmanship Code of Conduct
4. 1.406 Minutes
5. 1.803 Tobacco-Free Schools
6. 1.804 Alcohol and Drugs in the Workplace
7. 1.901 Charter School Applications
8. 1.903 Charter School Oversight
9. 1.905 Charter School Renewal
10. 1.906 Charter School Revocation
11. 2.403 Surplus Property Sales
12. 2.601 Fundraising Activities
13. 5.605 Staff Gifts and Solicitations
14. 3.202 Emergency Preparedness Plan
15. 4.209 Alternative Credit Options
16. 4.603 Promotion and Retention
17. 4.605 Graduation Requirements
18. 4.700 Testing Programs
19. 5.200 Separation Practices for Tenured Teachers
20. 5.201 Separation Practices for Non-Tenured Teachers
21. 5.305 Family and Medical Leave
22. 6.200a Attendance
23. 6.308 Bus Safety and Conduct
24. 6.506 Students from Military Families

G. Superintendent's Report

VI. Citizens Concern

VII. Adjournment

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Chairman

Date

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Superintendent

Date

**School Board Meeting**

August 8, 2019 6:30 PM

HJSHS Library

**Attendance Taken at 6:30 PM:**

Present Board Members:

Rev. Mark Hodge  
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 Mr. Wayne McLemore and a second by Rev. Mark Hodge.

**5 Yeas - 0 Nays.**

Rev. Mark Hodge	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**III.A. July 2019 Bills**

**III.B. July 2019 Financial Report**

**III.C. July 11, 2019 Regular Board Meeting**

**IV. Agenda Approval**

**Motion Passed:** Motion to approve the agenda passed with a motion by Mr. Wayne McLemore and a second by Rev. Mark Hodge.

**5 Yeas - 0 Nays.**

Rev. Mark Hodge	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**V. Regular Agenda**

**V.A. Contract Extension Update**

The discussion of and consideration for the extension of the contract of employment for the Director of Schools, Dr. Versie Hamlett, will be voted on at the September Board Meeting.

**V.B. Auditor Request**

**Motion Passed:** Motion to approve the write-off of \$475 from East Elementary accounting books passed with a motion by Rev. Mark Hodge and a second by Mr. Wayne McLemore.

**5 Yeas - 0 Nays.**

Rev. Mark Hodge	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**V.C. Budget Amendment**

**Motion Passed:** Motion to approve the amendment of increasing the local option sales tax line by \$20,000, thus decreasing fund balance by the same amount in the 2019-2020 budget passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

**5 Yeas - 0 Nays.**

Rev. Mark Hodge	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**V.D. Transition School to Work Grant**

**Motion Passed:** Motion to approve the Transition School to Work Grant for the 2019-2020 fiscal year passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

**5 Yeas - 0 Nays.**

Rev. Mark Hodge	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

**V.E. Superintendent's Report**

- The beginning of the new school year had a great start and appreciation to all who helped make that possible.
- Ginny Hatch reported on the new supper program that will feed the after-school programs and all sports and band programs.
- Meet the Vikings is Friday, August 9.
- Hog Wild for Education is Saturday, August 24.
- The next school board meeting is September 12.

**V.E.1. Personnel Report**

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

**VI. Citizens Concern**

**VII. Adjournment**

**Motion Passed:** Motion to adjourn passed with a motion by Mr. Wayne McLemore and a second by Mr. Leon McNeal.

**5 Yeas - 0 Nays.**

Rev. Mark Hodge	Yes
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

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Terry Johnson, Chairman Date

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Dr. Versie Hamlett, Superintendent Date

Versie Hamlett Contract Renewal Request

1. Keep all benefits listed in existing contract
2. 3 year extension



## *Humboldt City Schools*

### **Board of Education**

2602 Viking Drive  
Humboldt, Tennessee 38343  
Phone 731-784-2652 • Fax 731-784-2480

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**Date:** 9/5/2019  
**To:** Dr. Versie Hamlett, Superintendent  
**From:** Wayne Sheehan, Technology Director  
**RE:** Computer Bids 2019-20

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On September 4, 2019, bid openings were held for teacher lease, student lease, and cart purchases. The following vendors provided bids:

#### **1. Teacher Lease**

**BGC Systems**                      **\$ 361.71 per year per device**

#### **2. Student Lease**

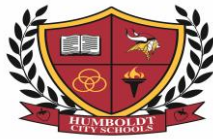
**BGC Systems**                      **\$ 226.07 per year per device**

#### **3. Cart**

**BGC Systems**                      **\$ 2,268.00 per cart with charging inserts**

**I recommend that we accept the bid for all equipment from BGC Systems for all products.**

Bids were emailed to 7 companies who contacted me about sending them bid specs. Only one submitted a bid.



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TO: Dr. Versie R. Hamlett, Director of Schools

FROM: Jennifer Roten, Federal Programs Director  
Michelle Lewis, Academic Coordinator

DATE: September 6, 2019

SUBJECT: BID # 2001 Student Benchmark Formative Assessment

On September 6, 2019, bid openings were held for Student Benchmark Formative Assessment. This bid is for all schools. The following vendors provided bids:

1. Focal Point - \$7,500
2. Curriculum Associates - \$ 22,680
3. ANet - \$57,450
4. CASE/TE21 - \$24,100
5. Inspect - \$28,600

The recommendation is to accept the **lowest and best/only/ although not the lowest bid, the rationale below supports** bid from the following:

CASE/TE21 Standards Screener

Although not the lowest bid, the rationale below supports this bid as the best as evidenced by:

Lowest price that has all subjects – Math, ELA, Science and Social Studies.

This includes:

- Three Benchmark Assessments per subjects ELA, Math, Science and Social Studies for 1,200 students. Students take these tests three times a year (beginning, mid-year and end of the year to show progress)
- Online and paper versions
- One day of Professional Development

Bids were emailed to 27 company requests as well as posted in the Humboldt Chronicle.



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TO: Dr. Versie R. Hamlett, Director of Schools

FROM: Jennifer Roten, Federal Programs Director  
Michelle Lewis, Academic Coordinator

DATE: September 6, 2019

SUBJECT: BID # 2002 Student Online Assessment, Intervention, and Adaptive Instructional Software

On September 6, 2019, bid openings were held for Student Online Assessment, Intervention, and Adaptive Instructional Software.

This bid is for East Elementary School and is intense prescriptive support for student instruction. The following vendors provided bids:

1. Curriculum Associates - \$20,792.50
2. Edmentum - \$19,000
3. Houghton Mifflin - \$43,176
4. ANet - \$57,450

The recommendation is to accept the **lowest and best/only/ although not the lowest bid, the rationale below supports** bid from the following:

Curriculum Associates

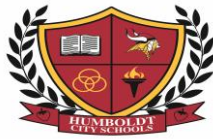
Although not the lowest bid, the rationale below supports this bid as the best as evidenced by:

We already use Curriculum Associates TNReady Instruction student books. This is the assessment piece that supports materials.

This bid includes:

- iReady Professional Development that features “Getting Good Data”, “Using Data to Plan Instruction” and “Tailored Support”. Six hours for each.
- Online Instruction for Reading and Math for all grade levels 2<sup>nd</sup> – 6<sup>th</sup>
- Teacher Toolbox Sets for all teachers 2<sup>nd</sup> – 6<sup>th</sup>

Bids were emailed to 27 company requests as well as posted in the Humboldt Chronicle.



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TO: Dr. Versie R. Hamlett, Director of Schools

FROM: Jennifer Roten, Federal Programs Director  
Michelle Lewis, Academic Coordinator

DATE: September 6, 2019

SUBJECT: BID # 2003 Unit and Credit Recovery, Individualized Student Instruction and Customizable Courseware with Data-driven Adjustments

On September 6, 2019, bid openings were held for Unit and Credit Recovery, Individualized Student Instruction and Customizable Courseware with Data-driven Adjustments.

This bid is for HJSHS and Alternative School. The following vendors provided bids:

1. Edmentum - \$14,067.50
2. Edgenuity - \$45,000
3. Apex - \$12,000
4. Curriculum Associates - \$20,901.48

The recommendation is to accept the **lowest and best/only/ although not the lowest bid, the rationale below supports** bid from the following:

Edmentum

Although not the lowest bid, the rationale below supports this bid as the best as evidenced by:

We currently use this product. This will be a renewal.

This includes:

- 25 courses for a CTE Library for student online instruction and credit recovery for 12 months.
- 25 courses for a Health and P.E. Library for student online instruction and credit recovery for 12 months.
- 150 courses for a core curriculum library which includes all content/subjects offered at HJSHS.

Bids were emailed to 27 company requests as well as posted in the Humboldt Chronicle.

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Role of the Board of Education</b>	Descriptor Code: <b>1.101</b>	Issued Date:
		Rescinds:	Issued:

1 The Board will oversee the operation of the school district in compliance with state and federal laws.<sup>1</sup>

2 The Board will function only when in session. The Board's required functions include, but are not  
3 limited, to the following:

## 4 **GENERAL**

5 1. To develop and adopt a strategic plan in consultation with the Director of Schools;<sup>2</sup>

6  
7 2. To adopt all policies required by state or federal law;<sup>3</sup>

8  
9 3. To approve school zones;<sup>4</sup>

10  
11 4. To approve the district calendar;<sup>5</sup>

12  
13 5. To adopt district safety plans;<sup>6</sup>

14  
15 6. To approve the closure of facilities, if needed;<sup>1</sup>

16  
17 7. To approve an insurance provider;<sup>1</sup> and

18  
19 8. To approve/modify the agenda at the beginning of the board meeting.<sup>1</sup>

## 20 **FISCAL**

21 1. To approve and adopt the budget;<sup>1</sup>

22  
23 2. To approve purchases outside the budget on a case-by-case basis in accordance with board  
24 policy;<sup>1</sup>

25  
26 3. To approve budget transfers;<sup>7</sup>

27  
28 4. To adopt the district salary schedule;<sup>8</sup>

29  
30 5. To approve a differentiated pay plan;<sup>9</sup>

31  
32 6. To approve funding for the district maintenance plan and capital requests;<sup>1</sup>

33

1 7. To approve the location and scope of new building projects;<sup>1</sup> and

2  
3 8. To approve bids.<sup>1</sup>

4 **INSTRUCTION AND STUDENTS**

5 1. To adopt the curriculum;<sup>1</sup>

6  
7 2. To adopt textbooks;<sup>10</sup>

8  
9 3. To review student disciplinary issues appealed to the Board and make a final determination;<sup>11</sup>

10  
11 4. To authorize or prohibit the use of corporal punishment;<sup>12</sup>

12  
13 5. To approve or deny admission of students expelled from other school districts;<sup>13</sup> and

14  
15 **PERSONNEL**

16 1. To employ and evaluate the Director of Schools;<sup>1</sup>

17  
18 2. To grant tenure to eligible teachers;<sup>14</sup> and

19  
20 3. To dismiss tenured teachers.<sup>15</sup>

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Legal References

1. TCA 49-2-203
2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
3. TCA 49-2-207
4. TCA 49-6-403(c)
5. TCA 49-6-3004
6. TCA 49-6-804(a)
7. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)
8. TCA 49-3-306(a)
9. TCA 49-3-306(h)
10. TCA 49-6-2207(a)(1)
11. TCA 49-6-3401(c)(4)(C)
12. TCA 49-6-4104
13. TCA 49-6-3401(f)
14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
15. TCA 49-5-511

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Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <h2 style="text-align: center;">Duties of Board Members</h2>	Descriptor Code: <b>1.202</b>	Issued Date:
		Rescinds:	Issued:

1 The duties of an individual board member are as follows:

- 2 1. To take the oath to discharge faithfully the duties of the office;<sup>1</sup>
- 3
- 4 2. To participate in State-mandated board training;<sup>2</sup>
- 5
- 6 3. To recognize that the Board is required to comply with the Open Meetings Law<sup>3</sup> and that the
- 7 Board only has authority to make decisions at official board meetings;
- 8
- 9 4. To understand that board members will receive information that is confidential per state or
- 10 federal law and cannot be shared;
- 11
- 12 5. To adhere to the Boardsmanship Code of Conduct; and
- 13
- 14 6. To adhere to the Humboldt City School District Board of Education Code of Ethics.<sup>4</sup>

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Legal References

1. TCA 49-2-202(b)
2. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11
3. TCA 8-44-102 *et seq.*
4. TCA 8-17-103

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Cross References

- Role of the Board of Education 1.101  
 Boardsmanship Code of Conduct 1.1021  
 Code of Ethics 1.106

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <b>Boardsmanship Code of Conduct</b>	Descriptor Code: <b>1.2021</b>	Issued Date: Click here to enter a date
		Rescinds:	Issued:

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a  
2 guide to its members as they provide educational leadership for the youth of our state.

## 3 **MY RELATIONS TO THE CHILDREN**

- 4 1. I will at all times think in terms of “children first,” always determining how my actions and  
5 decisions will affect the education and training of children.  
6  
7 2. I will seek to provide equal educational opportunities for all children.

## 8 **MY RELATIONS TO MY COMMUNITY**

- 9 1. I will endeavor to appraise fairly both the present and future educational needs of the  
10 community and to support improvements as finances permit.  
11  
12 2. I will represent at all times the entire school community and refuse to represent special interests  
13 or partisan politics.  
14  
15 3. I will endeavor to keep the community informed about the progress and needs of the schools.  
16  
17 4. I will represent the Board and the school district to the public in such a way as to promote both  
18 interest and support.  
19  
20 5. I will refer to other board members, staff, students, and the public with respect when using  
social media.

## 21 **MY RELATIONS TO TEACHERS AND PERSONNEL**

- 22 1. I will support the employment of those best qualified to serve as employees and insist on a  
23 regular and impartial evaluation of all staff.  
24  
25 2. I will support and protect personnel in performance of their duties.  
26  
27 3. I will not criticize employees publicly but will express any relevant concerns to the Director of  
28 Schools for investigation and action if necessary.

**1 MY RELATIONS WITH OTHER BOARD MEMBERS**

- 2 1. I will understand that the Board makes decisions as a team and that individual board members  
3 may not commit the Board to any action.
- 4 2. I will accept the will of the majority vote in all cases and give support to the resulting action.
- 5 3. I will work harmoniously with other board members without trying to dominate the Board or  
6 neglect my share of the work.
- 7
- 8 4. I will refuse to make promises as to how I will vote on a matter that will come before the  
9 Board.
- 10
- 11 5. I will make decisions only after a complete discussion of items at a board meeting.  
12

**13 MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

- 14 1. I will support the full administrative authority as well as responsibility for the Director of  
15 Schools to properly discharge all professional duties.
- 16
- 17 2. I will hold the Director of Schools accountable for working with staff and requiring them to  
18 work within the framework of policies set up by the Board.
- 19
- 20 3. I will understand that the Board sets the standards for the school district through policy and that  
21 board members do not manage the district on a day-to-day basis.
- 22
- 23 4. I will refer all complaints and concerns to the Director of Schools and abstain from individual  
24 counsel and action in regard to staff members.

**25 MY RELATIONS TO MYSELF**

- 26 1. I will uphold the integrity and independence of the position.  
27
- 28 2. I will become familiar with federal and state education laws and school board policies.  
29
- 30 3. I will educate myself about my duties and responsibilities and current educational issues by  
31 individual study and through participation in programs providing needed information.  
32
- 33 4. I will continually advocate for the goals of the school district.
- 34 5. I will vote and act impartially for the good of the school district.  
35
- 36 6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for  
37 personal or partisan gain.  
38

- 1       7. I will attend all board meetings and become informed concerning the issues to be considered at
- 2       those meetings.
- 3
- 4       8. I will model civility to students, employees, and all elements of the community by encouraging
- 5       the free expression of opinion by all board members and engaging in respectful dialogue with
- 6       fellow board members on matters being considered by the Board.

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term:  <h2 style="text-align: center;">Minutes</h2>	Descriptor Code: <b>1.406</b>	Issued Date:
		Rescinds:	Issued:

1 The Director of Schools shall keep, or cause to be kept, complete and accurate minutes of all meetings  
 2 of the Board.<sup>1</sup> A draft of the minutes of the previous meeting shall be sent to all board members with  
 3 the agenda for the upcoming meeting. Following their approval by the Board, the minutes shall be  
 4 signed by the Chair and Director of Schools. The minutes shall become permanent records of the  
 5 Board and shall be made available to interested citizens and the news media upon request.<sup>2,3</sup> A copy  
 6 shall be provided to all board members, the president of the local education association, and each of  
 7 the schools no more than thirty (30) days after approval by the Board.<sup>4</sup>

8 The minutes shall include the following:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or  
 10 absent, and the approval of the minutes of the preceding meeting;<sup>2</sup>
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with  
 12 the names of the members making and seconding the motions, and a record of the members  
 13 voting “aye” and “nay” in the event of a roll call vote;<sup>2</sup>
- 14 3. Names of persons addressing the Board and the purpose of their remarks; and
- 15 4. A brief account of those items discussed and whether or not any motions were made regarding  
 16 those items.

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Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(11); Public Acts of 2019, Chapter No. 248

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Cross References

Duties of Officers 1.201

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in August</b>	Descriptor Term:  <h2 style="text-align: center;">Tobacco-Free Schools</h2>	Descriptor Code: <h3 style="text-align: center;">1.803</h3>	Issued Date:
		Rescinds:	Issued:

- 1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
- 2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
- 3 leased, or operated by the district.<sup>1</sup> Smoking and vaping shall be prohibited in any public seating areas
- 4 including, but not limited to, bleachers used for sporting events or public restrooms.<sup>2</sup>
  
- 5 Employees and students in the school district will not be permitted to use these products while they are
- 6 participants in any class or activity in which they represent the school district.
  
- 7 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
- 8 visiting the school that the use of these products is forbidden. The following notice shall be prominently
- 9 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
- 10 *prohibited by law in seating areas and in restrooms.*<sup>3</sup>

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#### Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

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#### Cross References

Community Use of School Facilities 3.206

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Alcohol &amp; Drugs in the Workplace</b>	Descriptor Code: <b>1.804</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any employee who violates the terms of this policy shall be subject to disciplinary action, including  
3 but not limited to, suspension, dismissal, and/or referral for prosecution.

4 The Director of Schools shall be responsible for providing a copy of this policy to all school district  
5 employees.

6 **DEFINITIONS**

7 “Workplace” shall include any school building or any school premise; any school-owned or any other  
8 school-approved vehicle used to transport students to and from school or school activities; and off-  
9 school property during any school-sponsored or school approved activity, event, or function.

10 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,  
11 marijuana, or any other controlled substance as defined by federal law.<sup>2</sup>

12 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,  
13 derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to  
14 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner  
15 for which they were not intended or prescribed including, but not limited to, the use of prescription  
16 drugs prescribed for another individual; and any lawful substances that could result in impairment of  
17 physical or mental capacity that is threatening to the health or safety of the employee or others.<sup>3</sup>

18 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid  
19 containing alcohol as defined by state and federal law.<sup>4</sup>

20 **ALCOHOL & DRUG-FREE WORKPLACE**

21 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,  
22 use, or be under the influence of any illegal or unauthorized drugs<sup>1</sup> or any alcohol.<sup>5</sup>

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Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

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Cross References

Supervision 5.108  
Drug & Alcohol Testing for Employees 5.403  
Drug-Free Schools 6.307

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <a href="#">Click here to enter a date.</a>
		Rescinds:	Issued:

## 1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to  
3 charter schools converting from existing public schools. Proposals from existing charter school  
4 operators or replicators and applicants proposing to contract with educational service providers shall  
5 include the information required by state law.<sup>1</sup>

## 6 **APPLICATION PROCESS<sup>2</sup>**

7 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)  
8 days prior to February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to  
9 begin operation as a charter school.

10 A sponsor seeking board approval of an initial charter school application shall complete the forms  
11 provided by the Department of Education. The application shall provide all the information required by  
12 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by  
13 law for the formation of a charter school, and the proposed charter school will be able to implement a  
14 viable program of quality education for its students.<sup>3</sup>

15 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on  
16 February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to begin  
17 operation as a charter school. If the 1<sup>st</sup> of February falls on a Saturday, Sunday, or holiday on which  
18 the school district offices are closed, applications will be accepted on the next business day on or  
19 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an  
20 application fee of \$2,500.00.<sup>2</sup>

## 21 **REVIEW TEAM<sup>1</sup>**

22 If necessary, the Board shall appoint a review team to assist in reviewing and evaluating charter school  
23 applications. The team shall be composed of members of the administrative staff for the district,  
24 community members, and a member of the Board with relevant educational, organizational, financial,  
25 and legal experience. At the board meeting in December of each year, the Director of Schools shall  
26 make a recommendation to the Board on which members of his/her administrative staff should be  
27 appointed to the team. The Board shall name the members of the team at its meeting in January of each  
28 year. The Board shall designate a Chair of the review team as the contact person for answering  
29 questions about the application process and receiving applications. The Director of Schools shall  
30 develop an orientation for the team to ensure consistent evaluation standards and the elimination of  
31 real or perceived conflicts of interest.

1 The Board shall require the Director of Schools to develop a procedure for receiving, reviewing, and  
2 ruling on applications for the establishment of charter schools by the review team. The procedure shall  
3 include a timeline for the application and review process. A copy of the procedure, including the  
4 review criteria, shall be available to any interested party upon request.

5 The review team shall:

- 6 1. Evaluate all charter school applications based on the review criteria adopted by the Board;
- 7
- 8 2. Recommend one of the following options to the Board for each application: approve, reject, or  
9 reject with stipulations for reconsideration; and
- 10
- 11 3. Make recommendations for revocation, renewal, or non-renewal of charter school contracts.

## 12 **APPROVAL/DENIAL OF APPLICATION<sup>4</sup>**

13 The Board shall rule by resolution on the approval or denial of a charter school application within  
14 ninety (90) days of receipt of the completed application, or the application shall be deemed approved  
15 by law. The Director of Schools shall report the action taken by the Board to the Department of  
16 Education.

### 17 *Approval*

18 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with  
19 the Board which shall be binding on the charter school's governing body. The charter school agreement  
20 shall be in writing and signed by the sponsor and the Board.

21 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state  
22 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.<sup>5</sup>

23 Charter schools approved by the Board are expected to implement the application as submitted and  
24 approved. Material variations in operations from the approved application require amendment pursuant  
25 to statute and the charter school agreement.

26 The Board shall not provide services to charter schools that are not requested during the application  
27 process except for those services that are required under state or federal laws. Services agreed to be  
28 provided to the charter school by the Board shall be provided at board actual cost. The Board and  
29 charter school shall execute a service contract for any additional services.

30 New charter school agreements are approved for a ten (10) year period.<sup>6</sup> The Board may revoke or  
31 deny renewal of a charter school agreement for any of the reasons enumerated in state law.<sup>7</sup>

### 32 *Denial*

33 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to  
34 submit an amended application to correct the deficiencies. The Board shall have sixty (60) days either  
35 to deny or to approve the amended application, or the application shall be deemed approved by law.<sup>4</sup>

- 1 Within ten (10) days of final denial, an appeal may be filed with the State Board of Education.

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#### Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01; Public Acts of 2019, Chapter No. 219
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Oversight</b>	Descriptor Code: <b>1.903</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance  
3 standards and targets set forth in the charter school agreement.<sup>1</sup> The Board shall create a  
4 comprehensive performance, accountability, and compliance monitoring system based on the charter  
5 school agreement and communicate the results to each charter school. At a minimum, the monitoring  
6 system shall address academic, financial, and organizational performance standards as outlined in the  
7 charter school agreement and required by the State Board of Education.<sup>1</sup> The Board shall utilize the  
8 results when making renewal, revocation, and intervention decisions.

9 The Board shall communicate with the charter schools in its portfolio as needed, including both the  
10 charter school leader and governing board, and provide timely notice of any material charter school  
11 agreement violations and performance deficiencies.

12 The Board shall articulate and enforce stated consequences for failing to meet performance  
13 expectations or compliance requirements.

## 14 **SITE VISITS**

15 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and  
16 other qualitative information that cannot be obtained otherwise. The Director of Schools shall develop  
17 a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site  
18 visit, including review of the documents and data, classroom observations, and interviews. These visits  
19 shall minimize operational interference.

20 The Board shall provide the charter school with a report that summarizes the charter school's  
21 performance. The report shall provide an analysis of relevant data and include general  
22 recommendations, if applicable.<sup>2</sup>

## 23 **CHARTER SCHOOL REPORTING**

24 Charter schools shall provide the information required by the charter school agreement and state law to  
25 the Board. The Director of Schools shall develop a reporting calendar that defines and communicates  
26 the process, methods, and timing of gathering and reporting data to the Board.<sup>2</sup>

27 By September 1<sup>st</sup>, the governing body of an approved charter school shall make a written report to the  
28 Board.<sup>3</sup> The annual report shall include:

- 1 1. A report on the progress of the charter school in achieving the goals outlined in the charter  
2 school agreement;
- 3
- 4 2. A financial statement disclosing the financial health of the charter school, including the costs of  
5 the administration, instruction, and other spending categories of the charter school; and  
6
- 7 3. A detailed accounting, including the amounts and sources, of all funds received by the charter  
8 school, other than the funds received per state law.<sup>4</sup>

9 This reporting requirement shall begin in the year after the year in which the charter school begins  
10 operation.

11 Multiple charter schools overseen by a single governing board shall report their performance as  
12 separate, individual charter schools. Each charter school shall be independently accountable for its  
13 performance.

14 Each charter school governing body shall submit an annual audit of all accounts and records, to include  
15 internal school activity and cafeteria funds, to the Board as soon as practical after June 30<sup>th</sup>.<sup>5</sup>

## 16 **AUTHORIZER REPORTING AND REVIEW**

17 By December 1<sup>st</sup>, the Board shall report to the Department of Education detailing the authorizer fees  
18 collected in the previous school year and the authorizing obligations fulfilled using the fee.<sup>6</sup> By  
19 January 1<sup>st</sup>, the Board shall submit an annual authorizer report to the Department of Education and the  
20 State Board of Education.<sup>7</sup> The Director of Schools shall prepare the reports and provide the  
21 information to the Board prior to submission.

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### Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. State Board of Education Policy 6.500
3. TCA 49-13-120(a), (b)
4. TCA 49-13-112(a), Public Acts of 2019, Chapter No. 219
5. TCA 49-13-127
6. TCA 49-13-128(c)
7. TCA 49-13-120(d)

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term:  <b>Charter School Renewal</b>	Descriptor Code: <b>1.905</b>	Issued Date:
		Rescinds:	Issued:

1    **CUMULATIVE PERFORMANCE REPORT**

2    Three (3) months prior to the date on which a charter school is required to submit a renewal  
3    application, the Director of Schools/designee shall submit a performance report to the charter school.<sup>1</sup>

4    **APPLICATION AND EVALUATION**

5    No later than April 1<sup>st</sup> of the year prior to the year in which the charter school agreement expires, the  
6    governing body of a charter school shall submit a renewal application to the Board.<sup>1</sup>

7    The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school  
8    that submits a charter school renewal application.<sup>1</sup>

9    The Board will make renewal decisions by February 1<sup>st</sup> in the year the charter school agreement  
10   expires.

11   **RENEWAL CRITERIA**

12   The Board shall make its renewal decision based on the renewal application, annual progress reports,  
13   and renewal performance report.

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Legal References

1. TCA 49-13-120; State Board of Education Policy  
6.111; TCA 49-13-121; Public Acts of 2019, Chapter  
No. 219

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Revocation</b>	Descriptor Code: <b>1.906</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Board shall revoke a charter school agreement if the charter school:<sup>1</sup>

- 3 1. Failed to meet the minimum performance requirements set forth in the charter school  
4 agreement;
- 5
- 6 2. Committed a material violation of any of the conditions, standards, or procedures set forth in  
7 the charter school agreement;
- 8
- 9 3. Failed to meet generally accepted standards of fiscal management; or
- 10
- 11 4. Performed any of the acts that are conditions for non-approval of charter schools under state  
12 law.

13 **NOTICE**

14 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the  
15 charter school agreement in writing at least thirty (30) days prior to the revocation.<sup>2</sup>

16 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement,  
17 the Director of Schools/designee shall report the Board's decision to the Department of Education. The  
18 Director of Schools/designee shall also provide a copy of the Board's resolution setting forth the  
19 decision and the reasons for the decisions.<sup>3</sup>

20 **REVOCAION DUE TO PRIORITY STATUS**

21 The Board may revoke a charter school agreement if the charter school is identified as a priority school  
22 under state law. Revocation shall take effect immediately following the close of the school year in  
23 which the charter school is identified as a priority school.<sup>4</sup>

24 The Board shall revoke a charter school agreement if the charter school is identified as a priority  
25 school for two consecutive cycles (beginning in 2017). Revocation shall occur immediately after the  
26 close of the school year in which the charter school is identified as a priority school for the second  
27 consecutive cycle.

## 1 **PROCEDURES FOR CLOSURE**

- 2 The Director of Schools shall develop administrative procedures regarding charter school closures
- 3 prior to the Board denying renewal or revoking a charter school agreement.

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### Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(c)
3. TCA 49-13-122(e)
4. TCA 49-13-122(a); Public Acts of 2019, Chapter No. 205; State Board of Education Policy 6.110
5. TCA 49-13-130

# Humboldt City Board of Education

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

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

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general  
4 circulation at least seven (7) days prior to the sale.

5 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be  
6 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools  
7 and the Board Chair shall agree in written form that the property is of no value or is of less value than  
8 five hundred dollars (\$500).<sup>2</sup>

9 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the  
10 Board shall approve other methods of disposal.<sup>3</sup>

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

## 13 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>4</sup>**

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

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

### Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007; Public Acts of 2019. Chapter No. 413
3. TCA 12-2-403(a)
4. 2 CFR § 200.313

### Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks 4.401

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following guidelines shall be followed:<sup>1</sup>

- 3 1. Fundraising activities shall be authorized by the Board and shall be for the purpose of  
4 supplementing funds for established school programs and not for replacing funds which are the  
5 responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the  
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students  
9 or paid into the activity fund of the school for use by the school. No school employee shall  
10 personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Director of Schools/designee for all  
12 fundraising activities, including online fundraising activities, that involve the participation of the  
13 general student population in the marketing process of the fundraising effort. All other  
14 fundraising activities, including online fundraising activities, shall have written approval from  
15 the principal and comply with all administrative procedures issued by the Director of Schools.  
16 The authorization request shall contain the following information:<sup>2</sup>
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity (school-wide, individual class, or  
21 club); and
- 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Director of Schools shall determine whether or not the activity will benefit the school,  
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to  
25 fulfill the Board's required contributions.
- 26 6. Students shall not be excused from a regular class to participate in a fundraising activity. No  
27 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students  
2 who do not participate in fundraising activities shall not be punished or discriminated against in  
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational  
5 materials even though the materials might include reference to a brand, a product, or a service.

## 6 **LOTTERIES**

7 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from  
8 among purchasers of chances by means of tickets through a random selection process.<sup>3</sup>

## 9 **ONLINE FUNDRAISING**

10 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all  
11 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*  
12 *Accounting Policy Manual*. The principal/designee of each school shall have access to the established  
13 fundraising account to ensure all funds are properly accounted for, and the information is recorded in  
14 the school's accounting records by the designated personnel. Online fundraising shall not be used on  
15 behalf and for the benefit of an outside party.

16 An employee shall not engage in online fundraising for educational purposes in his/her official  
17 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or  
18 otherwise, that would lead another to believe such activity is an approved school fundraiser.

## 19 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

20 On approval of the principal, an employee may be authorized to raise and use funds for the following  
21 noneducational purposes:

22 1. Bereavement support;

23

24 2. Award recognition;

25

26 3. Employee morale;

27

28 4. Banquets; or

29

30 5. Other situations at the principal's discretion.

31 These funds shall be derived from vending machine revenues in teacher's lounge only, donations from  
32 outside agencies or individuals, teacher canteen, teacher lunches, jean day or staff t-shirt sales.

33 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,  
34 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the  
35 procedures are consistent with board policy and state law and disseminate them to all employees.

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**Legal References**

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

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**Cross References**

Revenues 2.400  
School Support Organization 2.404  
Audits 2.703  
Vendor Relations 2.809  
Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Staff Gifts and Solicitations</b>	Descriptor Code: <b>5.605</b>	Issued Date:
		Rescinds:	Issued:

## 1 **GIFTS**

2 Employees shall not accept gifts from students unless the gifts are of token value only.

3 Individual employees shall not give gifts to staff members who exercise administrative or supervisory  
4 jurisdiction over them.

5 Employees may collect money for group gifts, subject to the approval of the principal.

6 Employees are prohibited from accepting things of material value from individuals, companies, or  
7 organizations doing business with the school district. Exceptions to this policy are the acceptance of  
8 minor items which are generally distributed to all by the companies through public relations programs.

## 9 **SOLICITATIONS**

10 No organization shall solicit funds from employees within the schools. Flyers or other materials related  
11 to fundraisers shall not be distributed through the schools without the written approval of the Director of  
12 Schools.

13 Employees shall not be responsible for the collection of any money or the distribution of any fundraising  
14 materials within the schools unless such activity has the Director of Schools' written approval.

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### Cross References

Advertising and Distribution of Materials in Schools  
1.806  
Gifts and Bequests 2.401  
Fundraising Activities 2.601  
Vendor Relations 2.809  
Staff Conflicts of Interest 5.601  
Gifts 6.710

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
8 emergency response agencies.

## 9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
19 shall give all school personnel instructions on how to properly use fire extinguishers.

## 20 **ARMED INTRUDER DRILLS**

21 The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill  
22 annually in coordination with local law enforcement.<sup>4</sup>

## 23 **AED DRILLS<sup>5</sup>**

24 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in  
25 the event of a medical emergency. The principal shall ensure that the drill occurs.

26 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
27 training, planning, notification, and maintenance to comply with state law.

**1 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

- 2 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate  
3 and consult with the local and state health departments and other local emergency or healthcare  
4 providers in protecting students and the community from further infection. The Director of Schools  
5 shall develop procedures for health emergencies in accordance with state law and regulations.

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**Legal References**

1. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019, Chapter No. 391
6. TCA 49-6-3004(a), (e); TCA 49-5-404

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**Cross References**

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.209</b>	Issued Date:
		Rescinds:	Issued:

## 1 ONLINE COURSES

2 High school students may earn credit to be applied toward graduation requirements by completing online  
3 courses offered through agencies or institutions approved by the Board. Credit from these online courses  
4 may be earned only in the following circumstances:

- 5 1. The course is not offered at the high school, or although the course is offered at the high school,  
6 the student has an unavoidable scheduling conflict;
- 7 2. The course will serve as a supplement to homebound instruction;
- 8 3. The student has been expelled from a regular school setting, but educational services are to be  
9 continued; or
- 10 4. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines  
11 the student requires a differentiated or accelerated learning environment.

12 The express approval of the principal/designee shall be obtained before a student enrolls in an online  
13 course. The school shall receive an official record of the final grade before credit toward graduation will  
14 be recognized.

15 Through a supervision plan, the school shall be responsible for providing appropriate supervision and  
16 monitoring of students taking online courses.

## 17 COURSE ACCESS PROGRAM

18 Students in grades seven through twelve (7-12) may participate in the statewide course access  
19 program. To become eligible to participate, students shall:

- 20 1. Meet all prerequisite requirements for the course access course; and
- 21 2. Be unable to enroll in a comparable course at the student's school because:
  - 22 a. A comparable course is not offered; or
  - 23 b. A legitimate situation exists that prevents the student from enrolling in a comparable  
24 course.<sup>1</sup>

25  
26 The Director of Schools shall develop administrative procedures to ensure that students and  
27 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access  
28 course enrollment in a timely manner.<sup>2</sup> All appeals shall be submitted in writing to the Board within  
29 **five (5) days** of a denial.

- 1 After a timely appeal is made, the Board will provide written notification to the student and
- 2 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
- 3 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
- 4 an error in denying the student the ability to participate in the course access program.<sup>3</sup>

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**Legal References**

1. TRR/MS 0520-01-14-.03(1)
2. TRR/M 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

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**Cross References**

Homebound Instruction 4.206  
Grading System 4.600  
Graduation Requirements 4.605

# Humboldt City Board of Education

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

## 1 PROMOTION<sup>1</sup>

2 The Director of Schools/designee shall promote students to the next grade level based on the  
3 successful completion of required academic work or demonstration of satisfactory progress in each of  
4 the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless  
5 the student has shown a basic understanding of curriculum and the ability to perform the skills required  
6 in the subject of reading as demonstrated by the student's grades or standardized test results. This  
7 requirement shall not apply to students who are participating in a board-approved, research-based  
8 intervention prior to the beginning of the next school year or to students who have an individualized  
9 education program (IEP).<sup>2</sup>

10 Students who have difficulty in achieving the requirements for promotion **may be considered** for  
11 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
12 retention shall include:<sup>1</sup>

- 13 1. Ability to perform at the current grade level;
- 14 2. Results of local assessments, screening, or monitoring tools;
- 15 3. State assessments, as applicable;
- 16 4. Overall academic achievement of the student;
- 17 5. Likelihood of success with more difficult material if promoted to the next grade;
- 18 6. Attendance record; and
- 19 7. Social and emotional maturity.

20  
21  
22  
23  
24  
25  
26 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a  
27 student is due to:

- 28 1. Date of enrollment;
- 29 2. Additional information acquired after results of local assessment, screening, or monitoring are  
30 released; or
- 31 3. Attendance Record
- 32
- 33

1 When a student is **considered** for retention, the student's parent(s)/guardian(s) shall be notified within  
2 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student  
3 avoid retention. The plan shall be developed in coordination with the student's teachers and may also  
4 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school  
5 personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).

6 The Director of Schools shall develop procedures governing how decisions on retention will be made  
7 after the student begins work on his/her individualized promotion plan.

### 8 *K – 3 Reading Notification*

9 If it is determined through a student's overall performance or a state or local assessment that a student  
10 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the  
11 student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days of such  
12 determination.

### 13 **RETENTION<sup>1</sup>**

14 A student may be retained when such retention is in the best interest of the student. However, a student  
15 shall not be retained more than once in any grade.

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

- 20 1. Adjustment to the current instructional strategies or materials;
- 21 2. Additional instructional time;
- 22 3. Individual tutoring outside of school hours;
- 23 4. When applicable, modification to the student's classroom assignment to ensure the student  
24 receives instruction from a teacher with a level of overall effectiveness of above  
25 expectations (level 4) or significantly above expectations (level 5); or
- 26 5. Attendance or truancy interventions.

31 The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who  
32 are retained.

33 For the purpose of determining the effectiveness of retention toward improving student achievement,  
34 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at  
35 least three (3) times during the school year in which the student is retained.

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Legal References

1. State Board of Education Policy 3.300; TRR/MS 0520-01-03-.05(3)(b)
2. TCA 49-6-3115; 20 USCA § 1400 et seq.

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Cross References

Credit Recovery 4.210  
Grading System 4.600  
Reporting Student Progress 4.601  
Attendance 6.200  
Student Assignments 6.205

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <a href="#">Link here to enter a date</a>
		Rescinds:	Issued:

## 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:<sup>1</sup>

- 4 1. Achieve the specified twenty-four (24) units of credit;
- 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;<sup>2</sup> and
- 11
- 12 5. Pass a United States civics test.<sup>3</sup>

## 13 **SPECIAL EDUCATION STUDENTS<sup>4</sup>**

14 Special education students who earn the prescribed twenty-four (24) credit minimum shall be awarded  
15 a 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 diploma<sup>5</sup> 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.

### 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:<sup>1,4</sup>

- 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 10<sup>th</sup> 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:<sup>4</sup>

- 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.<sup>6</sup>

### 35 **EARLY GRADUATION<sup>7</sup>**

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 9<sup>th</sup> grade or as  
38 soon thereafter as the intent is known.

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

- 2 1. Earn the required eighteen (18) credits;  
3  
4 2. Achieve a benchmark score for each required end-of-course exam;  
5  
6 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;  
7  
8 4. Meet the minimum ACT or SAT benchmark score;  
9  
10 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and  
11  
12 6. Complete at least two (2) types of the following courses:  
13  
14 a. AP;  
15 b. IB;  
16 c. Dual enrollment; or  
17 d. Dual credit.

18 The Director of Schools shall develop administrative procedures to ensure that the early graduation  
19 program is conducted in accordance with state law.

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#### 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

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#### Cross References

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

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 The Board shall provide for a system-wide testing program which shall be periodically reviewed and  
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;<sup>1</sup>
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.<sup>2</sup>

21 The Director of Schools shall be responsible for planning and implementing the program which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special  
33 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with guidelines published  
2 by the State Department of Education.<sup>3</sup>

### 3 **WEIGHTING TCAP SCORES**

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores shall be included in students' final grades as follows:

- 5 1. Grades 3-5 - 25% of the final nine weeks' average for the year.
- 6 2. Grades 6-8 - 25% of the final nine weeks' average for the year.
- 7 3. Grades 9-12 - 25% of the final nine weeks' average for the spring EOC.

8 The Humboldt City School System shall use the following methodology: Cube Root

9 The Director of Schools may exclude these scores from students' final grades if results are not received  
10 by the district at least five (5) instructional days before the end of the course.<sup>4,5</sup>

### 11 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

12 Interest inventories shall be made available to 7<sup>th</sup> graders. These will include assessments such as the  
13 Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

14 Career aptitude assessments shall be administered to 8<sup>th</sup> graders in order to inform the student's high  
15 school plan of study.

### 16 **TESTING INFORMATION AND PARENTAL CONSENT**

17 Any test directly concerned with measuring student ability or achievement through individual or group  
18 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee  
19 of the district without first obtaining written consent of the parent(s)/guardian(s).<sup>2</sup>

20 Results of all group tests shall be recorded on students' permanent records and shall be made available  
21 to appropriate personnel in accordance with established board policies.<sup>7</sup>

22 No later than July 31<sup>st</sup> of each year, the Board shall publish on its website information related to state  
23 and board mandated tests that will be administered during the school year. The information shall  
24 include:<sup>8</sup>

- 25 1. The name of the test;
- 26
- 27 2. The purpose and use of the test;
- 28
- 29 3. The grade or class in which the test will be administered;
- 30
- 31 4. The tentative date or dates that the test will be administered;
- 32

- 1 5. The time and manner in which parent(s)/guardian(s) and students will be notified of the results
  - 2 of the test;
  - 3
  - 4 6. How parent(s)/guardian(s) can access the questions and answers on their student's state-
  - 5 required tests; and
  - 6
  - 7 7. If a board mandated test, how the test complements and enhances student instruction and
  - 8 learning and how it serves a purpose distinct from state-required tests.
- 9 Testing information shall also be placed in student handbooks or other school publications that are
- 10 provided to parent(s)/guardian(s) on an annual basis.

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#### Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

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#### Cross References

Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

# Humboldt City Board of Education

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

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

## 9 **SUSPENSION OF THREE DAYS OR LESS<sup>2,3</sup>**

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

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

## 19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>4</sup>**

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

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

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

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

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

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

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

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

## 24 **RESIGNATION**

25 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
26 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable  
27 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'  
28 notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

29 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

- 30 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
31 statement of a physician approved by the Board;
- 32 2. The drafting of the teacher in to military service by a selective service board; or
- 33 3. The release by the Board of the teacher from the contract that the teacher has entered into with  
34 the Board.

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

1 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
2 the State Board of Education and request the suspension of a teacher's license. After the State Board of  
3 Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of  
4 Education may suspend the license for no less than thirty (30) days and no more than three hundred  
5 sixty-five (365) days.<sup>8</sup>

## 6 **RETIREMENT**

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

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

14 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without  
15 loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of  
16 Schools certifies in writing to the Division of Retirement that no other qualified personnel are available  
17 to substitute teach.<sup>9</sup>

18 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
19 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
20 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>10</sup>

- 21 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
22 individuals are available to fill the position;
- 23 2. The Commissioner of Education shall certify that the employing school district serves an area  
24 that lacks qualified teachers to serve in the position to be filled;
- 25 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 26 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
27 receive medical insurance coverage; and
- 28 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
29 Board for teachers with no experience filling similar positions or more than eighty-five percent  
30 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
31 years of experience filling similar positions.

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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—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2019, Chapter No. 248
9. TCA 8-36-805
10. TCA 8-36-821

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Cross References

Public Hearings 1.401  
Recommendations and File Transfers 5.203

# Humboldt City Board of Education

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

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

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

## 9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

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

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

## 19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

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

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

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

- 27 1. Be represented by counsel;
- 28
- 29 2. Call and subpoena witnesses;
- 30

1 3. Examine all witnesses; and

2  
3 4. Require that all testimony be given under oath.

4 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the  
5 affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal  
6 the decision to the Board within ten (10) working days of the hearing officer rendering the written  
7 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.  
8 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the  
9 proceedings, transcript, documentary, and other evidence presented and provide the Board a copy of the  
10 same.

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

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

16 1. Sustain the decision;

17  
18 2. Send the record back if additional evidence is necessary; or

19  
20 3. Revise the penalty or reverse the decision.

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

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

## 27 **NONRENEWAL**

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

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

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

36 1. The Board shall be notified at the next regular board meeting; and

- 1           2. Written notice of non-renewal shall be hand delivered or sent to the teacher by registered mail so  
2           that it will be received by the teacher within five (5) business days following the last instructional  
3           day for the school year.<sup>3</sup>

#### 4   **RESIGNATION**

5   A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the  
6   effective date of the resignation.<sup>4</sup> The Board may waive the thirty (30) days notice requirement and  
7   permit a teacher to resign in good standing.

8   The conditions under which it is permissible to break a contract with the Board are as follows:<sup>5</sup>

- 9           1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified  
10          statement of a physician approved by the Board;  
11  
12          2. The drafting of a teacher into military service by a selective service board; and  
13  
14          3. The release by the Board of the teacher from the contract which the teacher has entered into with  
15          the Board.

16   Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the  
17   date of return if the teacher does not intend to return to the position from which he/she has taken leave.  
18   Failure to render such notice may be considered a breach of contract.<sup>6</sup>

19   Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
20   the State Board of Education and request the suspension of a teacher's license. After the State Board of  
21   Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of  
22   Education may suspend the license for no less than thirty (30) days and no more than three hundred  
23   sixty-five (365) days.<sup>7</sup>

#### 24   **RETIREMENT**

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

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

32   Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without  
33   loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of  
34   Schools certifies in writing to the Division of Retirement that no other qualified personnel are available  
35   to substitute teach.<sup>8</sup>

- 1 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
 2 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
 3 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>9</sup>
- 4 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
 5 individuals are available to fill the position;
  - 6  
 7 2. The Commissioner of Education shall certify that the employing school district serves an area  
 8 that lacks qualified teachers to serve in the position to be filled;
  - 9  
 10 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
  - 11  
 12 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
 13 receive medical insurance coverage; and
  - 14  
 15 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
 16 Board for teachers with no experience filling similar positions or more than eighty-five percent  
 17 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
 18 years of experience filling similar positions.

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

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 Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4); Public Acts of 2019, Chapter No.  
248
8. TCA 8-36-805
9. TCA 8-36-821

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 Cross References

- Public Hearings 1.401  
 Recommendations and File Transfers 5.203

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <a href="#">Click here to enter a date</a>
		Rescinds:	Issued:

## 1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who  
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for  
4 service for purposes of FMLA eligibility<sup>1</sup>) during the previous twelve (12) month period shall be eligible  
5 to use FMLA leave.<sup>2</sup>

## 6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed  
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10 2. The placement of a child with the employee for adoption or foster care;
- 11 3. A serious health condition of the employee that makes the employee unable to perform the  
12 essential functions of his/her job position;
- 13 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and  
14
- 15 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the  
16 employee is on covered active duty or has been notified of an impending call or order to  
17 covered active duty in the Armed Forces.  
18  
19  
20

21 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of  
22 applicable federal and state laws. An employee may substitute accrued paid leave for unpaid time. Use  
23 of accrued paid leave shall run concurrently with and be counted toward the employee's total period of  
24 FMLA leave.

## 25 MATERNITY/PATERNITY LEAVE

- 26 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act-* FMLA leave shall run  
27 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible  
28 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,  
29 childbirth, and nursing of a newborn child.<sup>3</sup>  
30

1       2. *Teachers' Leave*- In accordance with state law, any teacher who goes on maternity or paternity  
2 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for  
3 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher  
4 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.  
5 Upon verification by a written statement from an adoption agency or other entity handling an  
6 adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both  
7 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled  
8 to use such leave.<sup>4</sup>

9  
10       Spouses who are both eligible employees of the school district are limited to a combined total of  
11 twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken  
12 for the birth and care of a newborn child, for the placement of a child for adoption or foster care,  
13 or to care for a parent who has a serious health condition. Under certain circumstances, spouses  
14 who share leave for the birth or adoption of a child may be eligible for limited amounts of  
15 additional leave for other qualifying FMLA reasons.<sup>5</sup>

## 16   **LEAVE FOR A SERIOUS HEALTH CONDITION<sup>6</sup>**

17 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she  
18 is unable to work because of a serious health condition or to care for an immediate family member with  
19 a serious health condition. Granting of such leave shall be subject to the provisions of applicable federal  
20 and state laws. Employees shall contact Human Resources to determine if the reason for leave qualifies  
21 as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave  
22 is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either  
23 the same or next business day.

## 24   **LEAVE FOR MILITARY FAMILY MEMBERS**

25       1. *Qualifying Exigency Leave<sup>7</sup>* - Eligible employees are entitled to up to twelve (12) workweeks  
26 of leave because of any "qualifying exigency" arising out of the fact that the spouse, son,  
27 daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been  
28 notified of an impending call to active duty, or has been notified of an impended call to active  
29 duty status in the Armed Forces. Qualifying exigencies may include:

- 30       a. Issues arising from the service member's short notice deployment;
- 31       b. Military events and related activities (e.g. official ceremonies, support programs);
- 32       c. Making or updating financial and legal arrangements;
- 33       d. Attending counseling;
- 34       e. Taking up to fifteen (15) days leave to spend time with a covered service member who  
35       is on short-term rest and recuperation leave during deployment; or
- 36       f. Attending post-deployment activities.

37  
38  
39       2. *Military Caregiver Leave<sup>8</sup>* - An eligible employee who is the spouse, son, daughter, parent, or  
40 next of kin of a covered service member or covered veteran with a serious injury or illness is  
41 entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A  
42 covered service member is a current member of the Armed Forces, including a member of the  
43 National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

1 otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious  
2 injury or illness.

3  
4 A covered veteran is an individual who was a member of the Armed Forces at any time during  
5 the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy  
6 that has a serious injury or illness who is currently receiving medical treatment, recuperation, or  
7 therapy. The calculation of this five (5) year period shall not include the interval of October 28,  
8 2009 through March 8, 2013.

9  
10 The "single twelve (12) month period" for military caregiver leave begins on the first day the  
11 employee takes leave for this reason and ends twelve (12) months later. An eligible employee is  
12 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered  
13 service member. The maximum of twenty-six (26) workweeks may include no more than twelve  
14 (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement  
15 of a child for adoption or foster care, for care of a parent who has a serious health condition, or  
16 for the employee's own serious health condition.

## 17 INTERMITTENT LEAVE<sup>9</sup>

18 Eligible employees may take FMLA leave intermittently when medically necessary to care for a  
19 seriously ill family member, because of the employee's own serious health condition, or for the care for  
20 a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee  
21 requests foreseeable leave for planned medical treatment and the employee would be on leave for greater  
22 than twenty percent (20%) of the total number of working days in the period during which the leave  
23 would extend, the school district may require that such employee elect either to take the leave for periods  
24 of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer  
25 temporarily to an available alternative position offered by the school district for which the employee is  
26 qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

## 27 RESTRICTIONS

### 28 1. Notice Requirements

- 29  
30 a. *Employee Notice*<sup>10</sup>- For foreseeable leave, the employee shall provide the Director of  
31 Schools with at least thirty (30) days written notice before the beginning of the anticipated  
32 leave.  
33  
34 b. *District Notice*- Once it has been established that the leave requested qualifies for  
35 FMLA, the Director of Schools/designee shall notify the employee within three (3)  
36 business days (absent extenuating circumstances) that any leave taken pursuant to state  
37 leave statutes (paid vacation leave, personal leave, sick leave, or workers'  
38 compensation) shall run concurrently with FMLA leave.<sup>11</sup> The notice may be given  
39 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than  
40 the following pay day.<sup>12</sup>  
41

1           2. Certification Requirement<sup>13</sup>

- 2
- 3           a. The Director of Schools may require that a request for leave be supported by
- 4           certification issued by a health care provider with the following information:
- 5
- 6                 i. The date on which the serious health condition commenced;
- 7                 ii. The probable duration of the condition;
- 8                 iii. The appropriate medical facts within the knowledge of the health care provider
- 9                 regarding the condition; and
- 10                iv. A statement that the eligible employee is needed to care for the son, daughter,
- 11                spouse, or parent and an estimate of the amount of time that such employee is
- 12                needed.
- 13
- 14           b. If there is any reason to doubt the validity of the certification provided, the Director of
- 15           Schools may require, at the expense of the school district, an opinion of a second health
- 16           care provider.
- 17

18           3. Period Near the End of an Academic Term (Professional Employees)<sup>14</sup>

- 19
- 20           a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
- 21           Schools may require the employee to continue taking leave until the end of the term if
- 22           the leave is at least three (3) weeks of duration and the return of employment would
- 23           occur during the three (3) week period before the end of the term.
- 24
- 25           b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
- 26           may require the employee to continue taking leave until the end of the term if the leave
- 27           is greater than two (2) weeks duration and the return to employment would occur during
- 28           the two (2) week period before the end of the term.

29           **REQUIREMENTS OF THE BOARD**<sup>15</sup>

- 30           1. The employee shall be restored to the same position of employment or an equivalent position
- 31           with no loss of benefits, pay, or other terms of employment.
- 32           2. The employee shall be kept under any group health plan for the duration of the leave.
- 33           3. The Board may recover the premium paid under the following conditions:
- 34
- 35                 a. The employee fails to return from leave after the period of leave has expired; and
- 36
- 37                 b. The employee fails to return to work for a reason other than the continuation,
- 38                 recurrence, or onset of a serious health condition or other circumstances beyond the
- 39                 control of the employee.

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**Legal References**

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at \*1—10 (6th Cir. Oct. 17, 2000)
2. Federal Family and Medical Leave Act of 1993, 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4); Public Acts of 2019, Chapter No. 248
5. 29 CFR § 825.120(a)(3)
6. 29 CFR § 825.113
7. 29 CFR § 825.126
8. 29 CFR § 825.124; 29 CFR § 825.127
9. 29 CFR § 825.202
10. 29 CFR § 825.302-825.304
11. 29 CFR § 825.207
12. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
13. 29 CFR § 825.305-825.313
14. 29 CFR § 825.602
15. 29 USCA § 2614

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**Cross References**

Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	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:<sup>1</sup>

- 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 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
12 withdraws from school.<sup>2</sup>

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).<sup>3</sup>

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

- 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;<sup>5</sup>
- 24 6. Pregnancy;
- 25 7. School endorsed activities;

- 1 9. Summons, subpoena, or court order; or  
2  
3 10. Circumstances which in the judgment of the principal create emergencies over which the  
4 student has no control.

5 The principal shall be responsible for ensuring that:<sup>6</sup>

- 6 1. Attendance is checked and reported daily for each class;  
7  
8 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent  
9 for the majority of the day;  
10  
11 3. All student absences are verified;  
12  
13 4. Written excuses are submitted for absences and tardiness; and  
14  
15 5. System-wide procedures for accounting and reporting are followed.

### 13 **TRUANCY**

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

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

#### 27 *Progressive Truancy Intervention Plan*<sup>8</sup>

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

#### 30 **Tier I**

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

- 32 1. A conference with the student and the student's parent(s)/guardian(s);  
33  
34 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),  
35 and an 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; and

3. Regularly scheduled follow-up meetings to discuss the student's progress.

## **Tier II**

If a student accumulates additional unexcused absences in violation of the attendance contract in Tier I, the student will be subject to Tier II.

Under this tier, 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**

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

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

## **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

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;
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.

**1 RELEASED TIME COURSE<sup>10</sup>**

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

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

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

10 Upon submission of the student's transcript from the entity that provided the released time course, the  
11 student may be awarded one-half (1/2) unit of elective credit.

12 The Director of Schools shall develop procedures with secular criteria for determining whether credit  
13 shall be awarded.

**14 MAKE-UP WORK**

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

**18 STATE-MANDATED ASSESSMENT**

19 Students who are absent the day of the scheduled EOC exams shall present a signed doctor's excuse or  
20 have been given an excused release by the principal prior to testing to receive an excused absence.

21 Students who have excused absences will be allowed to take a make-up exam. Excused students will  
22 receive an incomplete in the course until they have taken the EOC exam.

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

**25 CREDIT/PROMOTION DENIAL**

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

- 29 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of  
30 credit/promotion denial due to excessive absenteeism; and
- 31 2. Procedures in due process will be made available to the student when credit or promotion is  
32 denied.  
33

**34 DRIVER'S LICENSE REVOCATION<sup>2</sup>**

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

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

## 5 **ATTENDANCE HEARING**<sup>13</sup>

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

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

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

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### Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
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

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### 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

9. TCA 49-6-3022
10. TCA 49-2-130; Public Acts of 2019,  
Chapter No. 272
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
12. TRR/MS 0520-01-02-.17

Students from Military Families 6.506  
Student Records 6.600

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Bus Safety and Conduct</b>	Descriptor Code: <b>6.308</b>	Issued Date:
		Rescinds:	Issued:

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school  
2 bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful  
3 and valid business on the bus.<sup>1</sup>

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus  
5 in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable  
7 directions given by him/her shall be followed. A driver may remove a student in the event that the driver  
8 finds it necessary for the safety of the other student passengers or the driver, provided that the driver  
9 secures the safety of the ejected student for the uncompleted trip. A driver shall report to school  
10 authorities as soon as possible, but no later than the end of the route, any student refusing to obey the  
11 driver or exiting the bus without the driver's permission at a point other than the student's destination  
12 for that trip.<sup>2</sup>

13 The principal of the student transported shall be informed by the bus driver of any serious discipline  
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding  
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if  
16 he/she disobeys applicable policies and procedures pertaining to student transportation.

17 Any student who gets off the bus at any point between the pick-up point and school shall present the bus  
18 driver with a note of authorization from the parent/guardian or the principal of the school that the student  
19 attends.

20 Any student wishing to ride a bus other than his/her designated bus shall have written parental permission  
21 and the approval of the principal/designee.

22 Students who transfer from bus to bus while en route to and from school shall be expected to abide by  
23 the discipline policies adopted by the Board and procedures maintained by the terminal school.

#### 24 **USE OF PHOTOGRAPHS AND VIDEO FOOTAGE (if applicable)**

25 Cameras or video cameras may be used to monitor student behavior on school buses transporting  
26 students to and from school or extracurricular activities. Photographs and video footage shall be used  
27 only to promote the order, safety, and security of students, staff, and property.

28 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with  
29 established board policy governing student conduct and discipline.

- 1 The district shall comply with all applicable state and federal laws related to photographs and video
- 2 footage.<sup>3</sup> These materials shall be maintained for **three (3) days**. Parent(s)/guardian(s) may submit
- 3 requests to view photographs and video footage to the Director of School/designee, and a time shall be
- 4 arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are
- 5 provided the opportunity to review photographs and video footage.<sup>4</sup>
  
- 6 The Director of Schools shall develop procedures governing the use of cameras and video cameras in
- 7 accordance with the provisions of state and federal law and established board policies.

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**Legal References**

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

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**Cross References**

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Code of Conduct 6.300  
Suspension/Expulsion/Remand 6.316  
Student Records 6.600  
Annual Notification of Rights 6.601  
Inspection and Correction Procedure 6.602

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Students from Military Families</b>	Descriptor Code: <b>6.506</b>	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.<sup>1</sup>

## 5 **RELOCATION OF MILITARY SERVICE MEMBER<sup>2</sup>**

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.

10 Within **ten (10) working days** of enrollment, the parent(s)/guardian(s) of the student shall provide  
11 proof of residency within the school district.

## 12 **ABSENCES**

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

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

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### Legal References

1. State Board of Education Policy 2.103
2. Public Acts of 2019, Chapter No. 138
3. TCA 49-6-3019

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### Cross References

- Attendance 6.200  
School Admissions 6.203