

**School Board Meeting**

January 9, 2020 6:30 PM  
HJSHS Library

Attendance Taken at 6:35 PM.

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

Also present: Dr. Versie Hamlett, Superintendent

**I. Call to Order**

**II. Swearing In - Oath of Office**

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

**III. Roll Call**

**IV. Election of Chairman, Vice Chairman and TLN Representative**

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

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

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

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

**V. Consent Agenda**

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

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

Yea: 4, Nay: 0, Absent: 1

**A. November 2019 Bills**

**B. November 2019 Financial Report**

**C. November 7, 2019 Regular Board Meeting**

**D. December 2019 Bills**

**E. December 2019 Financial Report**

**VI. Agenda Approval**

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

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

**VII. Regular Agenda**

**A. 2020 Board Meeting Dates**

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

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

**B. TSBA Legislative and Legal Institute**

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

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

The following policies were presented for the first reading.

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

**D. Superintendent's Report**

**1. Personnel Report**

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

**VIII. Citizens Concern**

**IX. Adjournment**

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

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

---

Chairman

Date

---

Superintendent

Date

**School Board Meeting**

November 7, 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. Leon McNeal and a second by Ms. Valeria Wedley.

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. October 2019 Bills**

**B. October 2019 Financial Report**

**C. October 17, 2019 Regular Board Meeting**

**IV. Agenda Approval**

**Motion passed:** Motion to approve the agenda adding December Meeting to the regular agenda 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: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

**V. Regular Agenda**

**A. School Compliance**

**Motion passed:** Motion to approve the 2019 Compliance Report 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: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea

Yea: 5, Nay: 0

**B. 2021 Tournament of Roses Parade Band Trip**

**Motion passed:** Motion to approve 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: Yea

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Yea

Yea: 5, Nay: 0

**C. 1.202 Duties of Board Members**

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

Rev. Mark Hodge: Nay

Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Nay

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Yea

Yea: 3, Nay: 2

**D. December Meeting**

**Motion passed:** Motion to approve having a December Board Meeting 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: Nay

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Yea

Yea: 4, Nay: 1

**E. Superintendent's Report**

- Recognition of Club 21 and the 11 students who have made 21 and above on the ACT.
- Appreciation to the team members who worked to raise the chronically absenteeism that the school had last year. Every grade has had 90% or higher in attendance.

**VI. Citizens Concern**

**VII. Adjournment**

**Motion passed:** Motion to adjourn passed with a motion by Ms. Valeria Wedley and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea

Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Yea

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Yea

Yea: 5, Nay: 0



HUMBOLDT CITY SCHOOL SYSTEM  
2020 School Board Meeting Dates  
6:30 P.M.

Thursday	January 9, 2020	HJSHS Library
Thursday	February 6, 2020	HJSHS Library
Thursday	March 12, 2020	HJSHS Library
Thursday	April 9, 2020	HJSHS Library
Thursday	May 14, 2020	HJSHS Library
Thursday	June 11, 2020	HJSHS Library
Thursday	July 9, 2020	HJSHS Library
Thursday	August 6, 2020	HJSHS Library
Thursday	September 10, 2020	HJSHS Library
Thursday	October 8, 2020	HJSHS Library
Thursday	November 12, 2020	HJSHS Library
Thursday	December 10, 2020	HJSHS Library



9:30 a.m.    **BREAK**

9:50 a.m.    **Student Health**  
*What are the Problems and Solutions Available*

Dr. Michelle Fiscus, Medical  
Director of the Vaccine-  
Preventable Diseases and  
Immunization Program, TN  
Dept. of Health

10:50 a.m.    **School Law A to Z**  
*Get an Update on School Law from Around the U.S.*

Ben Torres  
Jennifer White  
Garrett Knisley

11:20 a.m.    **EVALUATION & WRAP-UP**

11:30 a.m.    **ADJOURN**

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in November</b>	Descriptor Term:  <b>Class Size Ratios</b>	Descriptor Code: <b>4.201</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

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

4 **WAIVERS**

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

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

---

Legal References

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

---

Cross References

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

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Code of Conduct</b>	Descriptor Code: <b>6.300</b>	Issued Date:
		Rescinds:	Issued:

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

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

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

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: **restorative practices, RTI<sup>2</sup>B, multi-tiered system of supports,**  
26 **behavior intervention plans and trauma informed practices**.

## 27 MISBEHAVIORS: LEVEL I

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

31 *Examples (not an exclusive listing)*

- 32 • Classroom disturbances

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

#### 10 *Disciplinary Procedures*

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

#### 18 *Disciplinary Options*

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

#### 29 **MISBEHAVIORS: LEVEL II**

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

#### 34 *Examples (not an exclusive listing)*

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

1            *Disciplinary Procedures*

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

9            *Disciplinary Options*

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

19    **MISBEHAVIORS: LEVEL III**

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

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

22            *Examples (not an exclusive listing)*

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

34            *Disciplinary Procedures*

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

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

7 *Disciplinary Options*

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

15 **MISBEHAVIORS: LEVEL IV**

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

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

23 *Examples (not an exclusive listing)*

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

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

2           *Disciplinary Procedures*

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

12          *Disciplinary Options*

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

15          \* Designates zero tolerance offenses.

---

Legal References

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

---

Cross References

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

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date:
		Rescinds:	Issued:

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

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2, 3</sup>**

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

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

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

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

## 7 **COMMITMENT TO NUTRITION**

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

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

## 17 **DISTRICT GOALS**

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

## 26 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION<sup>7</sup>**

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

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

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

1 **COMMITMENT TO CURRICULUM<sup>3</sup>**

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

3 **SCHOOL HEALTH INDEX<sup>3</sup>**

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

7 **RECORD KEEPING COMPLIANCE**

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

---

Legal References

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

---

Cross References

Student Suicide Prevention 6.415

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

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

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

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

## 14 ACCESS TO STUDENT RECORDS

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

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

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

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

27

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

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

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

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

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

17 The record will include at least:<sup>18</sup>

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

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

---

**Legal References**

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

---

**Cross References**

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

Resignations

Elizabeth Hardee – HJSH 7<sup>th</sup> Science  
Katie Kulow – East Consulting Teacher

New Hires

Beth Bunton – East 5<sup>th</sup> Grade  
Kristy Adams – East Custodian  
Dominique Shivers – Stigall Cafeteria  
Bailey Patterson – HJSHS Science