

School Board Meeting
August 7, 2025 5:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. June 2025 Bills
 - B. June 2025 Financial Report
 - C. June 5, 2025 Regular Board Meeting
 - D. June 26, 2025 Special Board Meeting.
 - E. July 2025 Bills
- IV. Agenda Approval
- V. Regular Agenda
 - A. 2025 Fall District Meeting
 - B. 2025 TSBA Leadership Conference & Convention
 - C. Resolution for Federal Budget Amendments
 - D. Board Policy Updates
 - 1. 1.407 School District Records
 - 2. 1.700 School District Goals
 - 3. 1.901 Charter School Applications
 - 4. 1.903 Charter School Oversight
 - 5. 1.905 Charter School Renewal
 - 6. 1.906 Charter School Revocation
 - 7. 2.403 Surplus Property Sales
 - 8. 3.202 Emergency Preparedness Plans
 - 9. 3.207 Threat Assessment Team
 - 10. 4.100 Instructional Program
 - 11. 5.500 Discrimination/Harassment of Employees
 - 12. 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation
 - 13. 4.212 Virtual Education Program
 - 14. 4.301 Interscholastic Athletics
 - 15. 4.403 Library Materials
 - 16. 4.406 Use of the Internet
 - 17. 4.601 Reporting Student Progress
 - 18. 5.100 Personnel Goals
 - 19. 5.119 Employment of Retirees
 - 20. 5.701 Substitute Teachers
 - 21. 6.200 Attendance
 - 22. 6.303 Questioning Students and Searches
 - 23. 6.312 Use of Wireless Communication Devices
 - 24. 6.411 Student Wellness
 - 25. 6.600 Student Records
 - E. Superintendent's Report
 - 1. Personnel Report
 - 2. Threat Assessment Report
- VI. Public Comment

"Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual

board members or staff members only upon approval of the chairman. Each person speaking shall state his/her name, address (must be a resident of Humboldt, TN), and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board." **The School Board cannot take action on input/request(s), but the School Board may place an item on the agenda of a subsequent meeting for action by notifying School Board Chair, Ms. Valeria Smith-Wedley at vswedley@icloud.com.**

VII. Adjournment

School Board Meeting
June 5, 2025 5:30 PM
HJSHS Library

Attendance Taken at 5:30 PM.

Mr. Tommy Colvin: Present
Rev. Mark Hodge: Absent
Mr. Terry Johnson: Present
Mr. Leon McNeal: Present
Ms. Valeria Wedley: Present

Also present: Dr. Janice Epperson, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

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

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

A. May 2025 Bills

B. May 2025 Financial Report

C. May 15, 2025 Regular Board Meeting

IV. Agenda Approval

Motion passed: Motion to approve the agenda as amended adding Certified & Non-Certified Bonus to the regular agenda passed with a motion by Mr. Tommy Colvin and a second by Mr. Terry Johnson.

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

V. Regular Agenda

A. 2025-2026 Food Service Budget

Motion passed: Motion to approve passed with a motion by Mr. Terry Johnson and a second by Mr. Tommy Colvin.

Mr. Tommy Colvin: Yea

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

B. 2025-2026 School Year Budget & Salary Scales

Motion passed: Motion to approve the 2025-2026 School Year Budget and Salary Scales which includes the mandated state salary increase on the Teacher Salary Scale and a 3% raise for all non-certified staff. passed with a motion by Mr. Terry Johnson and a second by Mr. Tommy Colvin.

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

C. Consolidated Application Fiscal Year 2026

Motion passed: Motion to approve the Consolidated Application Fiscal Year 2026 with all appropriate amendments and addendums passed with a motion by Mr. Tommy Colvin and a second by Mr. Terry Johnson.

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

D. Special Board Meeting

Motion passed: Motion to approve passed with a motion by Mr. Terry Johnson and a second by Mr. Tommy Colvin.

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

E. Certified & Non-Certified Bonus

Motion passed: Motion to approve Option 2 giving a bonus of \$2,000 to Certified and \$1,000 to Non-Certified passed with a motion by Ms. Valeria Wedley and a second by Mr. Terry Johnson.

Mr. Tommy Colvin: Yea
Rev. Mark Hodge: Absent
Mr. Terry Johnson: Yea
Mr. Leon McNeal: Nay

Ms. Valeria Wedley: Yea
Yea: 3, Nay: 1, Absent: 1

F. Superintendent's Report

- Mission and Vision Statement
- May Attendance & Discipline Data
- Middle College Signing Day
- Teacher of the Year/Supervisor of the Year Reception
- 4th Annual Leading Ladies Scholarship Luncheon
- Ties that Bind Boys to Men Scholarship Banquet
- Summer School 2025

1. Threat Assessment Report

VIII. Public Comment

"Individuals speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman. Each person speaking shall state his/her name, address (must be a resident of Humboldt, TN), and subject of presentation. Remarks will be limited to five (5) minutes unless time is extended by the Board." The School Board cannot take action on input/request(s), but the School Board may place an item on the agenda of a subsequent meeting for action by notifying School Board Chair, Ms. Valeria Smith-Wedley at vswedley@icloud.com.

IX. Adjournment

Motion passed: Motion to adjourn passed with a motion by Mr. Tommy Colvin and a second by Mr. Terry Johnson.

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

Valeria Smith-Wedley, Chairman

Date

Dr. Janice Epperson, Superintendent

Date

School Board Meeting

June 26, 2025 10:00 AM
HJSHS Glass Lab

Attendance Taken at 10:00 AM.

Mr. Tommy Colvin: Present
Rev. Mark Hodge: Present
Mr. Terry Johnson: Absent
Mr. Leon McNeal: Present
Ms. Valeria Wedley: Absent

Also present: Dr. Janice Epperson, Superintendent

I. Call to Order

II. Roll Call

III. Agenda Approval

Motion passed: Motion to approve the agenda passed with a motion by Mr. Tommy Colvin and a second by Rev. Mark Hodge.

Mr. Tommy Colvin: Yea
Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

IV. Resolution for Federal Budget Amendments

Motion passed: Motion to approve passed with a motion by Mr. Leon McNeal and a second by Mr. Tommy Colvin.

Mr. Tommy Colvin: Yea
Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

V. 2024-2025 Budget Amendments

Motion passed: Motion to approve the 2024-2025 Budget Amendments passed with a motion by Mr. Leon McNeal and a second by Mr. Tommy Colvin.

Mr. Tommy Colvin: Yea
Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

VI. Adjournment

Motion passed: Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Mr. Tommy Colvin.

Mr. Tommy Colvin: Yea
Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

Valeria Smith-Wedley, Chairman Date

Dr. Janice Epperson, Superintendent Date



Fall District Meeting Agenda

- 4:30 p.m. **Registration and Reception**
- 5:00 p.m. **Welcome** TSBA District Director
- *Roll Call of Boards*
 - *100% Boards*
 - *Introduction of Guests*
- 5:10 p.m. **Awards Ceremony** Dr. Tammy Grissom, TSBA
Executive Director
- *Student Recognition Award*
 - *School Volunteer Recognition Award*
 - *Levels I, II, III and IV Boardsmanship Awards*
 - *Recognition of Boards of Distinction and Master School Board Members*
 - *District Director Elections in East, South Central, Upper Cumberland, and Northwest*
- 5:20 p.m. **Preparing For Your 2026 Legislative Session** Nolan Combs, TSBA
Director of Government Relations
- 5:50 p.m. **Ignite Session** Ben Torres, TSBA
Assistant Executive Director &
General Counsel
- *Major Changes to School Funding*
 - *Teacher Salaries*
 - *School Sports: A New Playing Field*
- 6:30 p.m. **Share the Success** Dr. Tammy Grissom
(Each district will share one new program or service implemented in the last year)
- 6:59 p.m. **Wrap Up**
- 7:00 p.m. **Adjourn**

Tennessee School Boards Association
2025 Annual Convention Schedule
Gaylord Opryland Resort and Convention Center

Thursday, November 13

8:30 a.m.-6:30 p.m. Registration
10:00-11:45 a.m. Board Chairman Roundtable Discussion
Facilitator: Keys Fillauer
2:00-6:00 p.m. Leadership Conference

Friday, November 14

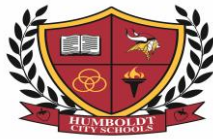
7:00 a.m.-6:15 p.m. Registration
7:30-8:15 a.m. Leadership Conference Breakfast
8:30-11:30 a.m. Leadership Conference
11:30 a.m.-12:45 p.m. Lunch (*on your own*)
12:00-4:00 p.m. Exhibit Hall/Reception
1:00-3:00 p.m. Pre-Convention Legal Workshop
1:00-3:00 p.m. Pre-Convention Advocacy Workshop
4:15-5:45 p.m. Opening General Session
Speaker: Jeff Henderson

Saturday, November 15

7:00 a.m.-5:00 p.m. Registration
7:00-10:30 a.m. Exhibit Hall Open
7:00-8:15 a.m. Exhibit Hall Breakfast
8:30-9:30 a.m. Clinic Session A
9:45-10:15 a.m. Exhibit Hall Door Prizes
10:30-11:30 a.m. Clinic Session B
11:45 a.m.-1:15 p.m. Convention Luncheon and Award Ceremony
1:30-2:30 p.m. Clinic Session C
3:00-4:30 p.m. Delegate Assembly
3:00-4:30 p.m. Board Secretaries' Meeting

Sunday, November 16

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



Humboldt City Schools

Federal Budget Resolution

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

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

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

49-2-203(b)

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

THIS RESOLUTION is adopted as of this 7th day of August, 2025.

BOARD OF EDUCATION

Valeria Wedley, Chairman

Mark Hodge

Terry Johnson, Vice Chairman

Tommy Colvin

Leon McNeal

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in July | Descriptor Term: School District Records | Descriptor Code: 1.407 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 The Director of Schools shall maintain all school district records required by law, regulation, and board
3 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records
4 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may
5 request in writing and receive copies of open public records subject to the payment of reasonable
6 cost.^{1,2,3,4}

7 No records pertaining to individual students will be released for inspection by the public or any
8 unauthorized persons. In addition, information, records, and plans related to security and safety will not
9 be released for public inspection.⁵

10 All requests to inspect or receive copies of records shall be submitted to the Human Resources Director,
11 the district's public records request coordinator and records custodian.⁶

12 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
13 Original documents remain intact, and confidential information in copies produced for a requestor shall
14 be redacted. The Director of Schools shall develop a procedure to redact confidential information.

15 **REQUESTS FOR INSPECTION²**

16 Citizens requesting to inspect public records shall submit their request and a government issued photo
17 identification card with the citizen's address to the district's public records request coordinator during
18 normal business hours. Requests may be made in person, by telephone, electronic transmission, or
19 mail. Requests may also be submitted by electronic portal if the district maintains one. The coordinator
20 shall submit the information to the appropriate records custodian. The records custodian will contact
21 the citizen and indicate when the records will be available to inspect.

22 If the records cannot be made available within seven (7) business days, the records custodian shall
23 provide a records production letter indicating the time needed to complete the request.

24 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
25 denial letter indicating the basis for the denial.

26 **REQUESTS FOR COPIES²**

27 Citizens requesting copies of public records shall complete and submit the Records Request Form and
28 a government issued photo identification card with the citizen's address to the district's public records
29 request coordinator during normal business hours. The coordinator shall submit the Records Request
30 Form to the appropriate records custodian.

1 The records custodian shall provide an estimate of the reasonable costs to produce the requested
2 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
3 Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide
4 the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs
5 by cash or check prior to the district producing the copies.

6 If the records cannot be made available within seven (7) business days, the records custodian shall
7 provide a records production letter indicating the time needed to complete the request.

8 If the request for copies is denied, the records custodian shall provide the citizen with a records request
9 denial letter detailing the basis for the denial.

10 **FREQUENT AND MULTIPLE REQUESTS**

11 When the total number of requests for copies made by a requestor within a calendar month exceeds
12 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
13 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
14 notified of this policy and provided with a Notice of Aggregation of Multiple Requests/Requestors
15 form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
16 Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons
17 inspecting records and the date of inspection shall be recorded.

18 **DENYING REQUESTS FOR NONCOMPLIANCE⁷**

19 *Requests to Inspect a Public Record*

20 The district shall deny a request to inspect a public record from any citizen that has:

- 21 a. Made two (2) or more requests to view a public record within a six-month period; and
- 22
- 23 b. For each request failed to view the record within fifteen (15) business days of receiving
- 24 notification that the record was available.

25 Requests from this citizen shall be denied for up to six (6) months from the date of the second records
26 request. The district's public records request coordinator may waive this denial if he/she determines
27 that failure to view the record was for good cause.

28 *Requests for Copies of Public Records*

29 The district shall deny a request for copies of a public record from any citizen that has:

- 30 a. Been provided with an estimate of the reasonable cost to produce the requested records;
- 31 b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- 32 c. Fails to pay the actual cost after the records have been produced.

33 Additional requests from this citizen shall be denied until the original cost is paid.

1 RECORDS RETENTION

2 The Director of Schools and/or designee(s) shall retain and dispose of school district records in
3 accordance with the following guidelines:⁸

- 4 1. The Director of Schools and/or designee(s) will determine if a particular record is of permanent
5 or temporary value in accordance with state law;^{9,10}
- 6 2. Temporary value records which have been kept beyond the required time may be recommended
7 to the Public Records Commission for destruction;^{11,12}
- 8 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
9 transferred to the State Library and Archives. The temporary value records rejected by the State
10 Library and Archives may be transferred to another institution or destroyed;^{11,12,13}
- 11 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
12 Director of Schools desires to destroy the original permanent record, these records must be
13 reproduced by microfilming or some other permanent reproduction method. Permission to
14 destroy any original permanent record after microfilming follows the same procedure noted
15 above for temporary records;^{10,12} and
- 16 5. The Director of Schools shall establish procedures to safeguard against the unlawful
17 destruction, removal, or loss of records.¹⁴

18 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁵

19 **Title: Human Resource Director**

20 **Contact Information : 731-784-2652 / donna.whitehead@hcsvikings.org**

Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503; Public Acts of 2025, Chapter No. 94
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple*

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Requests for Public Records, Tennessee Comptroller of the Treasury, available at

[https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)

[guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf); TCA 10-7-503(a)(1)(B),(C)

7. [TCA 10-7-503\(a\)\(7\)\(A\)\(vii\)](#)
8. [TCA 10-7-503\(h\)\(6\)](#)
9. [TCA 10-7-401](#)
10. [TCA 10-7-406](#); [TCA 10-7-301\(5\),\(13\)](#)
11. [TCA 10-7-404](#)
12. [TCA 10-7-413](#)
13. [TCA 10-7-414](#)
14. [TCA 39-16-504](#)
15. [TCA 10-7-503\(g\)\(1\)\(D\)](#)

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in August | Descriptor Term: School District Goals | Descriptor Code: 1.700 | Issued Date: |
| | | Rescinds: | Issued: |

1 The Board shall determine the educational goals of the school district. In discharging that
2 responsibility, the Board has adopted the following goals:

3 **INSTRUCTION**

- 4 1. To promote a plan for the organized improvement of school curriculum, including the transition
5 between elementary and secondary schools;
- 6 2. To offer a wide range of career and service opportunities;
- 7 3. To promote an integration of academic, physical, social, and emotional growth experiences for
8 each student; and
- 9 4. To promote the recognition of achievement in all endeavors (i.e., academic, athletic).

10 **STUDENTS**

- 11 1. To structure the instructional program to provide necessary alternatives to meet a variety of
12 individual needs and aspirations;
- 13 2. To ensure that each student's interests, capacities, and objectives are considered in his/her
14 learning program; and
- 15 3. To help students gain understanding of themselves as well as skills and techniques in living and
16 working with others and being responsible citizens.

17 **PERSONNEL**

- 18 1. To promote high quality performance by the staff, including both professional and support
19 personnel;
- 20 2. To establish acceptable performance standards for all personnel;
- 21 3. To provide in-service training and professional growth experiences for teachers and
22 administrators; and
- 23 4. To maintain an evaluation system for the improvement of the instructional system.

24

1 OPERATIONS

- 2 1. To make every effort to secure adequate funding for the educational program in support of the
3 stated goals;
 - 4 2. To maintain an adequate system of fiscal and business management;
 - 5 3. To develop plans for the efficient use of school facilities; and
 - 6 4. To ensure appropriate communication between the Director of Schools and the Board.
- 7 The Board shall annually review these goals and revise them as necessary.
- 8 The Director of Schools is responsible for developing procedures and strategies to implement the goals
9 of the Board.

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|---|
| Monitoring: Review: Annually, in August | Descriptor Term: Charter School Applications | Descriptor Code: 1.901 | Issued Date: Click here to enter a date. |
| | | 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 be
5 in accordance with state law.¹

6 **APPLICATION PROCESS**

7 A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school. The Director of Schools/designee shall
10 determine whether the sponsor has selected the correct application category within ten (10) business
11 days of receiving the letter of intent and notify the sponsor within five (5) business days of a
12 determination that the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 developed by the State Board of Education in coordination with the Tennessee Public Charter School
15 Commission (“the Commission”). The application shall provide all the information required by state
16 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
17 state law for the formation of a charter school, and the proposed charter school will be able to
18 implement a viable program of quality education for its students.

19 Electronic copies of applications shall be submitted to the Board and the Commission on or before
20 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter
21 school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday,
22 or holiday on which the school district offices are closed, applications will be accepted on the next
23 business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The
24 sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report each
25 application received to the Commission no later than ten (10) days after receipt.²

26 The Board shall determine whether an application is complete within ten (10) business days of
27 receiving the application and shall notify the sponsor within five (5) business days of the determination
28 if the application is determined to be incomplete.³

29

30 **REVIEW TEAM**¹

1 If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and
2 evaluating charter school applications. The team shall be comprised of members of the administrative
3 staff for the district and community members with relevant educational, organizational, financial, and
4 legal experience. At the board meeting in December of each year, the Director of Schools/designee
5 shall make a recommendation to the Board on which members of his/her administrative staff should be
6 appointed to the team. The Board shall name the members of the team at its meeting in January of each
7 year. The Board shall designate a Chair of the review team as the contact person for answering
8 questions about the application process and receiving applications. The Director of Schools/designee
9 shall develop an orientation for the team to ensure consistent evaluation standards and the elimination
10 of real or perceived conflicts of interest.

11 The Board shall require the Director of Schools/designee to develop a procedure for receiving,
12 reviewing, and ruling on applications for the establishment of charter schools by the review team. The
13 procedure shall include a timeline for the application and review process. A copy of the procedure,
14 including the review criteria, shall be available on the district's website.

15 The review team shall:

- 16 1. Evaluate all charter school applications based on the review criteria established by state law;
17 and
- 18 2. Recommend one of the following options to the Board for each application: approve, reject, or
19 reject with stipulations for reconsideration.⁴
20
21

22 **APPROVAL/DENIAL OF APPLICATION⁵**

23 The Board shall rule by resolution on the approval or denial of an initial charter school application
24 within ninety (90) calendar days of receipt of the completed application, or the application shall be
25 deemed approved by state law. The Director of Schools/designee shall report the action taken by the
26 Board to the Department of Education and the Commission.

27 *Approval*

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

31 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state
32 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

33 Charter schools approved by the Board are expected to implement the application as submitted and
34 approved. Material variations in operations from the approved application require amendment pursuant
35 to state law and the charter school agreement.⁷

36 The Board shall not provide services to charter schools that are not requested during the application
37 process except for those services that are required under state or federal law. Services agreed to be

1 provided to the charter school by the Board shall be provided at the Board's actual cost. The Board and
2 charter school shall execute a service contract for any additional services.

3 New charter school agreements are approved for a ten (10) year period.⁸ The Board may revoke or
4 deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁹

5 *Denial*

6 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
7 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
8 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
9 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
10 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
11 amended application, or the application shall be deemed approved by state law.⁵

12 If the amended charter school application is denied, the Board shall notify the sponsor in writing
13 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
14 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
15 Charter School Commission.¹⁰

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01(1)(b),(c)
3. TRR/MS 0520-14-01-.01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Humboldt City Board of Education

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| Monitoring: Review: Annually, in August | Descriptor Term: Charter School Oversight | Descriptor Code: 1.903 | Issued Date: Click here to enter a 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.¹ 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.¹ The Board shall utilize the
8 results when making renewal, revocation, and intervention decisions. Reports on charter school
9 oversight shall be compiled by the Director of Schools/or designee and published on the district's
10 webpage at least annually.

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

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

16 **MONITORING SYSTEM**

17 The Director of Schools/designee shall implement a performance and compliance monitoring system
18 per the terms of the charter agreement. This information will be provided to the Board on an ongoing
19 basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid
20 in this, the Director of Schools/designee shall develop a reporting calendar that outlines when
21 information required by state law shall be provided by the charter school.

22 **SITE VISITS**

23 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
24 other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall
25 develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after
26 the site visit, including review of the documents and data, classroom observations, and interviews.
27 These visits shall minimize administrative burdens and avoid operational interference.

28 The Board shall provide the charter school with a report that summarizes the outcome of the visit. The
29 report shall provide an analysis of relevant data and include general recommendations, if applicable.²

1 CHARTER SCHOOL REPORTING

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

5 By September 1st, the governing body of an approved charter school shall make a written report to the
6 Board.³ The annual report shall include:

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

15 This reporting requirement shall begin in the year after the year in which the charter school begins
16 operation.

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

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

22 AUTHORIZER REPORTING AND REVIEW

23 By December 1st, the Board shall report to the State Board of Education detailing the authorizer fees
24 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
25 January 1st, the Board shall submit an annual authorizer report to the State Board of Education and
26 make the report available on the district website.⁷ The Director of Schools/designee shall prepare the
27 reports and provide the information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f); Public Acts of 2025, Chapter No. 275
7. TCA 49-13-120(c); Public Acts of 2025, Chapter No. 275

Humboldt City Board of Education

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| Monitoring: Review: Annually, in August | Descriptor Term: Charter School Renewal | Descriptor Code: 1.905 | Issued Date: |
| | | Rescinds: | Issued: |

1 INTERIM REVIEW

2 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
3 of a charter term in accordance with guidelines developed by the State Board of Education. As part of
4 this process, the charter school shall submit a report on the progress of the school in achieving the
5 goals and objectives set forth in the charter agreement.¹

6 CUMULATIVE PERFORMANCE REPORT

7 Three (3) months prior to the date on which a charter school is required to submit a renewal
8 application, the Director of Schools/designee shall submit a performance report to the charter school
9 that summarizes the school's performance record over the charter term and states the summative
10 findings concerning the school's performance and prospects for renewal.²

11 APPLICATION AND EVALUATION

12 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
13 governing body of a charter school shall submit a renewal application to the Board.³ The Director of
14 Schools/designee shall report each renewal application received to the Tennessee Public Charter
15 School Commission ("the Commission") within ten (10) days of receipt.³

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

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

20 RENEWAL CRITERIA⁴

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

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

Legal References

1. TCA 49-13-121(k); Public Acts of 2025, Chapter No. 275
2. State Board of Education Policy 6.111
3. TCA 49-13-121(a); Public Acts of 2025, Chapter No. 275
4. TCA 49-13-121; State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275

Humboldt City Board of Education

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| Monitoring: Review: Annually, in August | Descriptor Term: Charter School Revocation | Descriptor Code: 1.906 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 The Board shall revoke a charter school agreement if the charter school:¹

- 3 1. Failed to meet or make sufficient progress toward the performance expectations set forth in the
4 charter school 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.²

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 and
18 Tennessee Public Charter School Commission. The Director of Schools/designee shall also provide the
19 charter school a copy of the Board's resolution setting forth the decision and the reasons for the
20 decisions, and an explanation of the right to appeal.³

21 **REVOCAION DUE TO PRIORITY STATUS**

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

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

1 PROCEDURES FOR CLOSURE

2 The Director of Schools/designee shall develop administrative procedures regarding charter school
3 closures prior to the Board denying renewal or revoking a charter school agreement.⁵ These procedures
4 shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of
5 students and student records, and disposition of school funds, property, and assets in accordance with
6 state law.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(e)
3. State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275
4. TCA 49-13-122(a)
5. TCA 49-13-130

Humboldt City Board of Education

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|--|---|----------------------------------|--------------|
| Monitoring: Review: Annually, in September | Descriptor Term: Surplus Property Sales | Descriptor Code: 2.403 | Issued Date: |
| | | Rescinds: | Issued: |

1 The Director of Schools shall prepare a list of unusable items for board approval.¹ 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.² Notice shall also be published on a news and
5 information website in accordance with state law.³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
9 five hundred dollars (\$500).⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.⁵

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

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶**

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

- 18 1. Items of equipment with a current per-unit fair market value of \$10,000 or less may be retained,
19 sold, or otherwise disposed of with no further obligation to the awarding agency; or
20
21 2. Items of equipment with a current per unit fair market value in excess of \$10,000 may be retained
22 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
23 current market value or proceeds from sale by the awarding agency's share of the equipment.
24

Legal References

1. [TCA 49-6-2006\(b\)\(3\)](#); [TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [TCA 1-3-120](#); [Public Acts of 2025, Chapter No. 105](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Humboldt City Board of Education

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|--|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in October | Descriptor Term: Emergency Preparedness Plan | Descriptor Code: 3.202 | 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 Plan¹ 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 no more than two (2) fire drills occurring during the first thirty (30) full days of the
12 school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are
13 conducted throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ 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.³

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 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS⁵**

24 The principal shall ensure that the school safety team conducts each of the following type of drills
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27 2. An incident command drill; and
- 28 3. An emergency safety bus drill.
- 29
- 30

1 AED DRILLS⁶

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

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

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁷

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

11 REMOTE LEARNING DRILLS⁸

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
13 reflect how students will transition to remote learning in the event of a disruption to school operations.
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#); [Public Acts of 2025, Chapter No. 315](#)
3. [TCA 68-102-137\(f\)](#)
4. [TCA 49-6-807\(e\)](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Humboldt City Board of Education

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| Monitoring: Review: Annually, in October | Descriptor Term: Threat Assessment Team | Descriptor Code: 3.207 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*¹

2 A threat assessment team shall be created within the school district to develop intervention-based
3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members
5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations
7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING**³

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public
16 inspection.

17 **REPORTING**⁴

18 The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on
19 credible threats of violence or significantly disruptive behavior directed toward or occurring on the
20 grounds of the school their student attends. Such reports shall include incidents that are reported to a
21 state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the
22 district's report to law enforcement.

23 At least once per quarter, the Director of Schools shall provide the Board with a report listing the total
24 number of incidents reported to state and local law enforcement agency requiring notice to
25 parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

- | | |
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| 1. <u>TCA 49-6-2701</u> | School District Records 1.407 |
| 2. <u>TCA 49-6-2701(f)</u> | Safety 3.201 |
| 3. <u>TCA 49-6-2702</u> | Security 3.205 |
| 4. <u>Public Acts of 2025, Chapter No. 215</u> | Student Records 6.600 |

Humboldt City Board of Education

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

1 *General*

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability
3 in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a
4 certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited
5 to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish
6 individuals and/or their property, toward Jewish community institutions and religious facilities.²

7 **GOALS**

8 The Board approves the following instructional goals for students:

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

Legal References

1. 42 USCA § 2000d et seq.
2. Public Acts of 2025, Chapter No. 293

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Humboldt City Board of Education

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| Monitoring: Review: Annually, in February | Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious) | Descriptor Code: 5.500 | Issued Date: |
| | | Rescinds: | Issued: |

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious
2 discrimination/harassment (including the definition of antisemitism found in policy 4.100). It shall be a
3 violation of this policy for any employee or any student to discriminate against or harass an employee
4 through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature.

5 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
6 conduct, advances, gestures, or words, either written or spoken, of a sexual, racial, ethnic, or religious
7 nature that:

- 8 1. Unreasonably interferes with the individual's work or performance;
- 9
- 10 2. Creates an intimidating, hostile, or offensive work environment;
- 11
- 12 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 13
- 14 4. Implies that submission to or rejection of such conduct will be used as a basis for an employment
15 decision affecting the harassed employee.

16 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these
17 incidents immediately.² This report shall be made to the immediate supervisor, except when the
18 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report
19 may be made to the Federal Rights Coordinator or the Director of Schools. Allegations of
20 discrimination/harassment shall be fully investigated. An oral complaint may be submitted; however,
21 such complaint shall be reduced to writing to ensure a more complete investigation. The complaint shall
22 include the following information:

- 23 1. Identity of the alleged victim and person accused;
- 24
- 25 2. Location, date, time, and circumstances surrounding the alleged incident;
- 26
- 27 3. Description of what happened;
- 28
- 29 4. Identity of witnesses; and
- 30
- 31 5. Any other evidence available.

32 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
33 because an individual's need for confidentiality shall be balanced with obligations to cooperate with

- 1 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough
2 investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses
3 may be disclosed in appropriate circumstances to individuals with a need to know.
- 4 A substantiated charge against an employee shall result in disciplinary action, up to and including,
5 termination. A substantiated charge against a student may result in corrective or disciplinary action, up
6 to and including, suspension.
- 7 There will be no retaliation against any person who reports discrimination/harassment or participates in
8 an investigation. However, any employee who refuses to cooperate or gives false information during the
9 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
10 itself be considered harassment and will be treated as such.
- 11 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
12 Rights Coordinator or the Director of Schools.

Legal References

1. 29 CFR §1604.11; TCA 5-23-104; Public Acts of 2025, Chapter No. 293
2. 20 USCA § 1681

Cross References

Equal Opportunity Employment 5.104
Complaints and Grievances 5.501
Title IX & Sexual Harassment 6.3041

Humboldt City Board of Education

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| Monitoring: Review: Annually, in March | Descriptor Term: <h2 style="text-align: center;">Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation</h2> | Descriptor Code: <h3 style="text-align: center;">6.304</h3> | Issued Date: |
| | | Rescinds: | Issued: |

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

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

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

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

16 **DEFINITIONS⁴**

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

- 19 1. Physically harming a student or damaging a student’s property;
- 20
- 21 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
- 22 the student’s property;
- 23
- 24 3. Causing emotional distress to a student; or
- 25
- 26 4. Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
 28 (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and
 29 creates a hostile environment.

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

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

9 Hazing does not include customary athletic events or similar contests or competitions and is limited to
10 those actions taken and situations created in connection with initiation into or affiliation with any
11 organization.⁵

12 **COMPLAINTS AND INVESTIGATIONS**

13 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
14 promptly report such information to the principal/designee.⁶

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

20 The principal/designee at each school shall be responsible for investigating and resolving complaints.
21 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)
22 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the
23 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
24 reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee
25 shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
26 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
27 on district counseling and support services. Students involved in an act of discrimination, harassment,
28 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
29 principal/designee when deemed necessary.⁸

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

- 32 1. It places the student in reasonable fear or harm for the student's person or property;
33
- 34 2. It has a substantially detrimental effect on the student's physical or mental health;
35
- 36 3. It has the effect of substantially interfering with the student's academic performance; or
37
- 38 4. It has the effect of substantially interfering with the student's ability to participate in or benefit
39 from the services, activities, or privileges provided by a school.

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
5 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
6 reasons why the investigation has not been completed or the appropriate intervention has not taken
7 place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report
8 on the investigation will be delivered to all involved parties and the Director of Schools.

9 **RESPONSE AND PREVENTION**¹⁰

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

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

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

19 **REPORTS**

20 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
21 physical harm to a student or a student's property, the principal/designee of each middle school, junior
22 high school, or high school shall report the findings and any disciplinary actions taken to the Director of
23 Schools and the Chair of the Board.¹¹

24 By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying
25 cases brought to the attention of school officials during the prior academic year. The report shall also
26 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
27 presented to the Board at its regular July meeting, and it shall be submitted to the State Department of
28 Education by August 1st.¹²

29 **RETALIATION AND FALSE ACCUSATIONS**

30 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
31 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
32 shall be determined by the principal/designee after consideration of the nature, severity, and
33 circumstances of the act.¹³

34 False accusations accusing another person of having committed an act prohibited under this policy are
35 prohibited. The consequences and appropriate remedial action for a person found to have falsely
36 accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

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

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Virtual Education Program | Descriptor Code: 4.212 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 The **Humboldt City School System** virtual education program is a course or series of courses offered
3 by the school district to provide students a broader range of educational opportunities through the use
4 of technology. Utilizing this program is temporary and shall not replace a student's regular
5 instructional program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10
- 11 2. Continuity of educational service for students who are homebound;⁴
- 12
- 13 3. Continuity of educational service for students who are quarantining;⁵
- 14
- 15 4. Continuity of educational service for students enrolled in an alternative school;⁶
- 16
- 17 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
18 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
19 or staff, or during the administration of end of course examinations or other examinations as
20 allowed per state law; or⁷
- 21
- 22 6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous
23 or extreme weather conditions, or an emergency, as determined by the Director of Schools.⁸

24 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

25 Students shall be eligible to utilize a virtual education program if participating in one of the above
26 educational opportunities. The following factors shall also be taken into consideration when
27 determining eligibility:

- 28 1. Attendance;
- 29
- 30 2. Grades;
- 31

1 3. Technology survey; and
2

3 ATTENDANCE

4 Student attendance in the virtual education program shall adhere to the general requirements of board
5 policy 6.200 and any relevant administrative procedures.

6 Methods of confirming student attendance shall include two or more of the following:

- 7 1. Students participating in a phone call with a teacher, with parent/guardian support as
8 appropriate for the age of the student;
- 9 2. Students participating in synchronous virtual instruction;
- 10 3. Students completing work in a learning management system;
- 11 4. Students submitting work via hard-copy or virtual formats; or
- 12
- 13
- 14
- 15

16 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

17 A student may be removed from the virtual education program or denied future enrollment in a virtual
18 education program based on disciplinary issues, attendance issues, or poor academic performance.

19 Before a student is removed based on poor academic performance, the following interventions shall
20 occur:

- 21 1. Notification of parent/guardian;
- 22 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
23 academic performance; and
24
25

Legal References

1. [TRR/MS 0520-01-03-.05\(2\)](#)
2. [TCA 49-1-104\(h\); State Board of Education Policy 3.206](#)
3. [TCA 49-16-101; TRR/MS 0520-01-03-.05\(2\)\(a\)](#)
4. [TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07](#)
5. [TRR/MS 0520-01-13-.01\(1\)\(c\)](#)
6. [TRR/MS 0520-01-02-.09; TCA 49-6-3402\(i\)](#)
7. [TCA 49-6-3004\(i\)](#)
8. [Public Acts of 2025, Chapter No. 484](#)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Interscholastic Athletics | Descriptor Code: 4.301 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person, or otherwise be discriminated against in any athletic program of
4 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
5 shall only be allowed to participate in athletic activities or events that align with the student's sex
6 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
7 parent/guardian to provide the student's original birth certificate prior to participation in any
8 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
9 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
10 the student's sex at birth.

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

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
17 of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order
18 to ensure the health and safety of athletes.⁴

19 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

28 **SCHEDULING CONFLICTS**

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

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

5 **SEVERE WEATHER⁴**

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

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

13 **PROHIBITION AGAINST HAZING**

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

16 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

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

21 **VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹**

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

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. TCA 49-6-3050(e)(1)(B)
11. Public Acts of 2025, Chapter No. 173

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Humboldt City Board of Education

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|---|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in November | Descriptor Term: Library Materials | Descriptor Code: 4.403 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 The Director of Academics shall be responsible for library collection development. He/she shall post the
3 list of library materials online. Library materials shall be reviewed to ensure the content aligns with state
4 law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with
5 the reading level of the selected items for suitability. ¹ A list of new materials shall be reviewed by the
6 Director of Academics.

7 The Director of Academics shall be responsible for periodically reviewing the district's library collection
8 in line with the standards established below. Any materials found to be out of alignment with the
9 standards shall be removed, and this action shall be documented in writing and presented to the Director
10 of Schools and the Board.

11 **STANDARDS²**

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 14
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
16 them. The determining factor will be based on an assessment of any mature themes or content
17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18
- 19 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit;
- 20
- 21 4. The collection as a whole shall offer a variety of viewpoints; and
- 22
- 23 5. Materials shall not be removed on the sole grounds that the item is religious.

24 Any materials that meet the following criteria shall be removed and excluded from the district's library
25 collection:

- 26 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
27 violence, or sadomasochistic abuse as defined in state law³;
- 28
- 29 2. Are patently offensive as defined in state law; or
- 30
- 31 3. Appeal to the prurient interest as defined in state law.

1 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

2 **COMPLAINTS⁴**

3 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
4 shall:

- 5 1. Inform the complainant of the selection procedures and make no commitments.
- 6
- 7 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 8
- 9 3. Inform the principal (and other appropriate personnel).
- 10
- 11 4. Keep challenged materials available for use during the reconsideration process.

12 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
13 may request review of the challenged materials by an ad hoc materials review committee within thirty
14 (30) days. If the principal appoints a review committee, it should include certified library media
15 personnel, representatives from classroom teachers, and one or more parents.

16 After receiving the challenged materials, the following steps should occur:

- 17 1. Read, view, or listen to the contested material in its entirety;
- 18
- 19 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 20
- 21 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
22 students who have access to the materials and whether the material is suitable for, and
23 consistent with, the educational mission of the school; and
- 24
- 25 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
26 material for its strength and value.

27 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
28 assess the findings along with the recommendation of the principal and present a recommendation to
29 the Board.

30 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
31 the material to determine whether it is appropriate for the age and maturity levels of the students who
32 have access to the materials and whether the material is suitable for, and consistent with, the
33 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
34 the decision within sixty (60) days from which the feedback was received.

35 **REMOVAL OF LIBRARY MATERIALS**

- 1 If it is determined that the material is not appropriate for the age and maturity levels of the students
- 2 who have access to them or is not suitable for, and consistent with, the educational mission of the
- 3 school, the material shall be removed from the library collection.

Legal References

1. Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. TCA 49-6-3803(a),(b); Public Acts of 2025, Chapter No. 270
3. TCA 39-17-901
4. TCA 49-6-3803(e), (f)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Humboldt City Board of Education

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|---|--|----------------------------------|---|
| Monitoring: Review: Annually, in November | Descriptor Term: Use of the Internet | Descriptor Code: 4.406 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 The Board supports the right of staff and students to have reasonable access to various information
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate
3 and responsible manner.

4 **EMPLOYEES**

5 Before any employee is allowed use of the district's internet or intranet access, the employee shall sign
6 a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions
7 of such use. Any employee who accesses the district's computer system for any purpose agrees to be
8 bound by the terms of that agreement, even if no signed written agreement is on file.

9 The Director of Schools shall develop and implement procedures for appropriate internet use which shall
10 address the following:

- 11 1. Development of the Network and Internet Use Agreement;
- 12
- 13 2. General rules and ethics of internet access;
- 14
- 15 3. Guidelines regarding appropriate instruction and oversight of student internet use;
- 16
- 17 4. A uniform signature block for use by all district employees; and
- 18
- 19 5. Prohibited and illegal activities including, but not limited to, the following:¹
 - 20 • Sending or displaying offensive messages or pictures;
 - 21 • Using obscene language;
 - 22 • Harassing, insulting, defaming, or attacking others;
 - 23 • Damaging computers, computer systems, or computer networks;
 - 24 • Hacking or attempting unauthorized access to any computer;
 - 25 • Violation of copyright laws;
 - 26 • Trespassing in another's folders, work, or files;
 - 27 • Intentional misuse of resources;
 - 28 • Using another's password or other identifier (impersonation);
 - 29 • Using the network for commercial purposes; and
 - 30 • Buying or selling on the internet.

1 STUDENTS

2 The Director of Schools shall develop and implement procedures for appropriate internet use by students.
3 Procedures shall address the following:

- 4 1. General rules and ethics of internet use; and
- 5
- 6 2. Prohibited or illegal activities including, but not limited to:¹
 - 7 • Sending or displaying offensive messages or pictures;
 - 8 • Using obscene language;
 - 9 • Harassing, insulting, defaming, or attacking others;
 - 10 • Damaging computers, computer systems, or computer networks;
 - 11 • Hacking or attempting unauthorized access;
 - 12 • Violation of copyright laws;
 - 13 • Trespassing in another's folders, work, or files;
 - 14 • Intentional misuse of resources;
 - 15 • Using another's password or other identifier (impersonation);
 - 16 • Using the network for commercial purposes; and
 - 17 • Buying or selling on the internet.

18 INTERNET SAFETY MEASURES²

19 Internet safety measures shall be implemented that effectively address the following:

- 20 1. Limiting the content accessible by students using the internet access provided by the district to
21 content that is age-appropriate;
- 22
- 23 2. Protecting the safety and security of students when they are using electronic mail, chat rooms,
24 and other forms of direct electronic communications using internet access provided by the
25 district;
- 26
- 27 3. Preventing unauthorized access, including "hacking" and other unlawful activities by students
28 online;
- 29
- 30 4. Restricting students' access to materials harmful to them; and
- 31
- 32 5. Preventing students from using internet access provided by the district to access websites, web
33 applications, or software that does not protect students against the disclosure, use, or
34 dissemination of their personal information.

35 The Director of Schools/designee shall establish a process to ensure the district's education technology
36 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall
37 include, but not be limited to:

- 38 1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students
39 and adults) to material that is obscene or pornographic;³
- 40

- 1 2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials
2 that are deemed to be harmful to minors;⁴
- 3
- 4 3. Maintaining and securing a usage log; and
- 5
- 6 4. Monitoring online activities of students.²

7 The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to
8 address and communicate its internet safety measures.²

9 A written parental consent shall be required prior to the student being granted access to electronic media
10 involving district technological resources. The required permission/agreement form, which shall specify
11 acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural
12 violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and
13 also by the student. This document shall be executed each year and shall be valid only in the school year
14 in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In
15 order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old)
16 must provide the Director of Schools with a written request.

17 **EMAIL**

18 Users with network access shall not utilize district resources to establish electronic mail accounts through
19 third-party providers or any other nonstandard electronic mail system. All data including email
20 communications stored or transmitted on school district computers shall be monitored.
21 Employees/students have no expectation of privacy with regard to such data. Email correspondence may
22 be a public record under the public records law and may be subject to public inspection.⁵

23 **INTERNET SAFETY INSTRUCTION⁶**

24 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing
25 computer resources. The Director of Schools shall provide adequate in-service instruction on internet
26 safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the
27 dangers posed by the internet and ways in which the internet may be used safely.

28 **SOCIAL NETWORKING**

- 29 1. Students are prohibited from accessing social media platforms using district internet except when
30 expressly authorized by a teacher for educational purposes.⁷
- 31 2. District staff who have a presence on social networking websites are prohibited from posting
32 data, documents, photographs, or inappropriate information that is likely to create a material and
33 substantial disruption of classroom activity.
- 34 3. District staff are prohibited from accessing personal social networking sites on school computers
35 or during school hours except for legitimate instructional purposes.
- 36 4. The Board discourages district staff from socializing with students on social networking
37 websites. The same relationship, exchange, interaction, information, or behavior that would be

1 unacceptable in a non-technological medium is unacceptable when done through the use of
2 technology.

3 **VIOLATIONS**

4 Violations of this policy or a corresponding administrative procedure shall be handled in accordance
5 with the existing disciplinary procedures of the district.

6 **VENDOR CONTRACTS⁸**

7 Prior to entering into any contract for the provision of digital or online materials created or marketed
8 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor
9 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
10 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a
11 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\) – \(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901; TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
7. [Public Acts of 2025, Chapter No. 195](#)
8. [TCA 49-1-221\(c\)](#)

Cross References

Use of Email 1.805
Use of Artificial Intelligence Programs 4.214
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Humboldt City Board of Education

| | | | |
|---|---|----------------------------------|--------------|
| Monitoring: Review: Annually, in December | Descriptor Term: Reporting Student Progress | Descriptor Code: 4.601 | Issued Date: |
| | | Rescinds: | Issued: |

1 REPORT CARDS

2 Student progress reports shall be provided at least once every nine (9) weeks during the school year.
3 Each report shall be signed by the parent(s)/guardian(s) and returned promptly to the school. The
4 Director of Schools shall develop a reporting procedure that includes how parents can access this
5 information online.¹

6 Student progress reports shall indicate the students' conduct and include information on attendance,
7 academic progress, and other information necessary to communicate effectively with the
8 parent(s)/guardian(s). For students in grades kindergarten through eight (K-8), the student's score on the
9 most recently administered universal reading screener shall also be included along with the results of a
10 dyslexia screener, if applicable.²

11 In addition to the regular progress reports, principals and teachers are encouraged to confer with
12 parent(s)/guardian(s) on the educational progress of their children. Teachers shall consult with
13 parent(s)/guardian(s) of students who are working at an unsatisfactory level or whose performance shows
14 a sudden deterioration. Parent(s)/guardian(s) shall be notified by the teacher as early in the school year
15 as possible if the retention of a student is being considered.

16 PARENT CONFERENCES

17 At least two (2) times during the school year, conferences shall be scheduled in which
18 parent(s)/guardian(s) and teachers may discuss any pertinent problems or other matters of concern
19 regarding the development and education of each student. These scheduled conferences shall not use any
20 portion of the one hundred eighty (180) days of classroom instruction.³ The Director of Schools shall be
21 responsible for scheduling and coordinating system wide conferences.

22 Conferences shall be physically accessible to all students and parent(s)/guardian(s).⁴

Legal References

1. [TRR/MS 0520-01-03-.03\(5\); TCA 49-6-901](#)
2. [Public Acts of 2025, Chapter No. 330](#)
3. [TCA 49-6-7002](#)
4. [28 CFR § 36.201](#)

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Promotion and Retention 4.603
In-Service and Professional Learning Opportunities 5.113
Staff Time Schedules 5.602
Attendance 6.200
Withdrawals 6.207

Humboldt City Board of Education

| | | | |
|--|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in January | Descriptor Term: Personnel Goals | Descriptor Code: 5.100 | Issued Date: |
| | | Rescinds: | Issued: |

1 The Board's personnel goals are as follows:

- 2 1. To ensure that the Director of Schools recruits and employs the best qualified individuals to staff
3 the school district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
5 qualified employees;
- 6 3. To provide an in-service training program for all employees to improve their performance; and
- 7 4. To conduct an evaluation program that will contribute to the continuous improvement of staff
8 performance.

Legal References

1. TCA 49-1-302(g); Public Acts of 2025, Chapter No. 494

Cross References

School District Goals 1.700

Humboldt City Board of Education

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|--|---|----------------------------------|--|
| Monitoring: Review: Annually, in January | Descriptor Term: Employment of Retirees | Descriptor Code: 5.119 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 *General*¹

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law. Prior to commencement of reemployment, the Director of Schools shall provide the required
4 employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be
5 eligible for employment after retirement, a TCRS member must comply with the following:

- 6 1. The retired member must have a bona fide separation of service which includes a separation of
7 at least sixty (60) calendar days and no previous agreement to return to work after retirement;
8 and
9
- 10 2. The retired member may not accrue additional retirement benefits as a result of the member's
11 reemployment and may not draw disability retirement benefits.

12 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**²

13 Retired members under TCRS may be employed for up to one hundred twenty (120) days per year
14 without loss of retirement benefits. Retired members may substitute teach for additional days.

15 To continue receiving TCRS benefits, the following conditions must be met in addition to the general
16 standards above:
17

- 18 1. During a twelve-month period, the retiree must not work more than one hundred twenty (120)
19 days; and
20
- 21 2. The retired member's compensation must not exceed 60% of the annual full-time salary
22 received in the year immediately prior to the member's last paid day of covered employment.
23 This amount shall be adjusted by five percent (5%) for each year after that date.

24 The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the
25 payment does not exceed the rate of compensation for substitute teachers filling similar vacant
26 positions.

27

28

1 HARD TO FILL POSITIONS³

2 The Director of Schools may contract with retired members for hard to fill positions if the following
3 conditions are met in addition to the general standards above:
4

- 5 1. During the reemployment, the retirement benefit payable to the retiree must be reduced to
6 seventy percent (70%) of the retirement allowance the member would have otherwise been
7 entitled to receive; and
8
- 9 2. The retired member's reemployment must not exceed one (1) year, but the retired member may
10 be reemployed for additional one-year periods per state law.

11 The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill
12 position. In order to qualify, one or more of the following conditions must be established:

- 13 1. It is difficult to recruit and retain qualified employees for the position;
14
- 15 2. The position requires specialized certification, credentials, or education;
16
- 17 3. The demand for the position exceeds the supply;
18
- 19 4. The position is in high demand in the marketplace;
20
- 21 5. The position is filled by key personnel;
22
- 23 6. The position requires specific skills and experience; or
24
- 25 7. The position has other unique recruitment or retention issues identified and documented by the
26 Director of Schools.

27 Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the
28 amount the employer would have contributed to the retirement system during the period of
29 reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable
30 compensation.

Legal References

1. [TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159](#)
2. [TCA 8-36-805; Public Acts of 2025, Chapter No. 159](#)
3. [TCA 8-36-809; Public Acts of 2025, Chapter No. 159](#)

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Humboldt City Board of Education

| | | | |
|---|--|----------------------------------|---|
| Monitoring: Review: Annually, in February | Descriptor Term: Substitute Teachers | Descriptor Code: 5.701 | Issued Date: Click here to enter a date. |
| | | Rescinds: | Issued: |

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board or by a third-party employer through an agreement between such third-party employer and the
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked or suspended licenses or certificates according to the State Board of Education
10 shall not be hired.⁴

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Human Resource Director who will maintain file(s)
14 which may include transcripts, credentials, recommendations, and other pertinent information.

15 **COMPENSATION**

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for thirty (30) consecutive days, a substitute
23 teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be
24 a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher without sick
25 leave, the substitute shall be certified and paid according to the state salary schedule.¹

26 **EMERGENCY NEEDS**

1 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
 2 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
 3 unable to arrive on time or remain for the full day.

4 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
 5 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
 6 for both positions at the same time.

7 **TRAINING AND ORIENTATION**

8 The Director of Schools shall be responsible for ensuring that there are appropriate training and
 9 development programs for substitute teachers that includes the annual school safety training required by
 10 state law.⁷

11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
 13 to, bus duty and playground supervision.

14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which
 16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
 17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
 19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b);
Public Acts of 2025, Chapter No. 235
7. TCA 49-2-203(a)(14)(A); TCA 49-6-805(7)

Cross References

- Background Investigations 5.118
- Employment of Retirees 5.119

Humboldt City Board of Education

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

1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each
3 day school is in session.

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

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
8
9 2. Alternative program options for students who severely fail to meet minimum attendance
10 requirements;
11
12 3. Ensuring that all school age children attend school;
13
14 4. Providing documentation of enrollment status upon request for students applying for new or
15 reinstatement of driver's permit or license; and
16
17 5. Notifying the Department of Safety whenever a student with a driver's permit or license
18 withdraws from school.²

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

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

- 24 1. Personal illness/injury;
25
26 2. Illness of immediate family member;
27
28 3. Death in the family;
29
30 4. Extreme weather conditions;
31

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

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness; and
- 20
- 21 5. System-wide procedures for accounting and reporting are followed.

22 **TRUANCY**

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

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

33 *Progressive Truancy Plan*⁸

34 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
35 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
36 not limited to, a signed attendance agreement by the parent/guardian of all students during the
37 registration process.

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

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
4
- 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
6 and the Attendance Supervisor/designee. The contract shall include:
7
 - 8 a. A specific description of the school's attendance expectations for the student;
 - 9 b. The period for which the contract is effective; and
 - 10 c. Penalties for additional absences and alleged school offenses, including additional
11 disciplinary action and potential referral to juvenile court.
- 12 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 13 4. A school employee shall conduct an individualized assessment detailing the reasons a student
14 has been absent from school. The employee may refer the student to counseling, community-
15 based services, or other services to address the student's attendance problems.
16
17

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

22 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

- 29 1. Student's name and personal identification number;
30
- 31 2. Student's grade;
32
- 33 3. The dates of the student's absence;
34
- 35 4. The reason for the student's absence; and
36
- 37 5. The signatures of the student and parent/guardian.

38 **RELEASED TIME COURSE¹⁰**

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

4 Students shall only be permitted to attend courses provided by entities that certify in writing that they
5 have complied with the background check requirements outlined in state law.¹¹ The student shall
6 submit a written consent form signed by the student's parent/guardian prior to participation in the
7 released time course. The principal/designee shall document the approval in writing. The student shall
8 provide documentation to the principal/designee as proof of the student's participation in the released
9 time course.

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

11 Upon submission of the student's transcript from the entity that provided the released time course, the
12 student may be awarded one (1) unit of elective credit. The Director of Schools shall develop
13 procedures with secular criteria for determining whether credit 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 of 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 end-of-course (EOC) exams shall present a signed
20 doctor's excuse or have been given an excused release by the principal prior to testing to receive an
21 excused absence. Students who have excused absences will be allowed to take a make-up exam.
22 Excused students will 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.¹² 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
- 32 2. Procedures in due process are available to the student when credit or promotion is denied.

33 **DRIVER'S LICENSE REVOCATION²**

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

1 ATTENDANCE HEARING¹³

- 2 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
 3 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
 4 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
 5 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
 6 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
 7 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
 8 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
 9 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
 10 of any action taken regarding the excessive unexcused absences. The notification shall advise
 11 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
 12 Schools/designee.
- 13 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 14 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
 15 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 16 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 17 The action of the Board shall be final.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [Public Acts of 2025, Chapter No. 401](#)
12. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#)
13. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600

Humboldt City Board of Education

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|--|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in March | Descriptor Term: Questioning Students and Searches | Descriptor Code: 6.303 | Issued Date: |
| | | Rescinds: | Issued: |

1 QUESTIONING BY SCHOOL PERSONNEL

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

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

9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST

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

15 POLICE-INITIATED INTERROGATIONS

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

22 SEARCHES BY SCHOOL PERSONNEL

23 The school principal shall authorize all searches at the outset per state law.² All principal initiated
24 searches shall be conducted by a school security officer or a school administrator who has completed the
25 state required training.³ The following conditions shall apply to principal initiated searches:

- 26 1. All the following standards of reasonableness must be met:
- 27 a. A particular student has violated school policy;
 - 28 b. The search will yield evidence of the violation of school policy or will lead to finding
29 dangerous weapons, drugs, or drug paraphernalia;
 - 30 c. The search is in pursuit of legitimate interests of the school in maintaining order,
31 discipline, safety, supervision, and education;

- 1 d. The search is not conducted for the sole purpose of discovering evidence to be used in
2 criminal prosecution; and
3 e. The search shall be reasonably related to the objectives of the search and not
4 excessively intrusive considering the age and sex of the student as well as the nature of
5 the alleged infraction;⁴
6

7 2. A school administrator shall be on-site at any principal-initiated search;

8
9 3. A school administrator shall oversee the search and may end the search at any time; and

10
11 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or
12 guardian within a reasonable time of the search³

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

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

19

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#)
4. [TCA 49-6-4205\(b\)](#)
5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 \(February 24, 2014\)](#)

Cross References

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

Humboldt City Board of Education

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|--|--|----------------------------------|--------------|
| Monitoring: Review: Annually, in March | Descriptor Term: Use of Wireless Communication Devices | Descriptor Code: 6.312 | Issued Date: |
| | | Rescinds: | Issued: |

1 *General*

2 Students may possess wireless communication devices so long as such devices are turned off and stored
3 for the entirety of the school day. Such devices include any portable wireless device that has the
4 capability to provide voice, messaging, or other data communication between two (2) or more parties,
5 such as wearable technology, cell phones, laptops, tablets, and gaming devices.

6 A student may, however, be permitted to utilize a wireless communication device under the following
7 circumstances:

- 8 1. In case of emergency;
- 9
- 10 2. When authorized by a teacher;
- 11
- 12 3. To manage the student's health, as documented in the student's individual healthcare plan;
- 13
- 14 4. When the possession or use is required by the student's individual education program, 504
15 plan, or individual learning plan; or
- 16
- 17 5. When the device is being used by a student with a disability for the operation of assistive
18 technology to increase, maintain, or improve the student's functional capabilities.¹

19 **PENALTIES**

20 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be
21 released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to
22 disciplinary action.

23 **EMERGENCY COMMUNICATION PLAN**

24 In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be
25 alerted by the all call system.¹

Legal References

1. Public Acts of 2025, Chapter No. 103

Cross References

Code of Conduct 6.300

Humboldt City Board of Education

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

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

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

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

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

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

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

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

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

7 **COMMITMENT TO NUTRITION**

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

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

17 ***Fundraising***

18 Food and beverages sold that can be consumed on campus during the school day must meet or exceed
19 the USDA Smart Snacks guidelines in school nutrition standards. Schools shall follow the limit on
20 days per semester in which non-healthy foods may be used for fundraisers.⁵

21 **DISTRICT GOALS**

22 The school district will promote healthy nutrition through various activities, including nutrition related
23 newsletters, informational links on the school district website, healthy eating posters and bulletin
24 boards in dining areas, and informational booths at various community functions. Nutrition education
25 will be offered as part of a standards based program designed to provide students with the
26 knowledge and skills needed to promote and protect their health as outlined in the State Board of
27 Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage
28 teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each
29 day with a healthy breakfast. If a district engages in food or beverage marketing, all marketing shall
30 comply with the Smart Snacks in School nutrition standards.⁷

31 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁸**

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

35 Physical education classes shall be offered as part of a standards based program designed to provide
36 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
37 physical education classes shall comply with the State Board of Education's Physical Education
38 Standards.

1 Unstructured physical activity periods shall be offered in addition to the school district's physical
 2 education program. Elementary school students shall receive a minimum of forty (40) minutes of
 3 physical activity each full school day. Middle and high school students shall receive a minimum of
 4 ninety (90) minutes of physical activity each full school week.

5 Physical activity will be conducted outside if weather permits. The following activities shall not be
 6 considered physical activity: walking to and from class, time spent on an electronic device, and time
 7 spent in a physical education class.

8 Schools shall continue to offer after school sports and activities. Physical activity shall not be
 9 employed as a form of discipline. Physical activity shall not be withheld from a student as a form of
 10 punishment.

11 **COMMITMENT TO CURRICULUM³**

12 All applicable courses of study shall be based on State-approved curriculum standards.

13 **SCHOOL HEALTH INDEX³**

14 All schools within the district shall annually administer a baseline assessment on each of the
 15 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
 16 Council and reported to the Tennessee Department of Education.

17 **RECORD KEEPING COMPLIANCE**

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

Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
5. [TRR/MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [7 CFR 210.31\(c\)\(3\)\(iii\)](#)
8. [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
9. [7 CFR § 210.31\(f\)](#)

Cross References

Student Suicide Prevention 6.415

Humboldt City Board of Education

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

1 *General*

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

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

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

12 When a student transfers to another school within the school district or to a school outside of the school
13 district, copies of the student's records, including the student's disciplinary records, shall be sent to the
14 transfer school within five (5) business days of the date on which the student's records request was
15 received by the school.²

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

17 **ACCESS TO STUDENT RECORDS**

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

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

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

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

1 organizations are legally responsible for the care and protection of the student,¹⁶

2
3 13. To the Secretary of Agriculture/designee for purposes of conducting program monitoring,
4 evaluations, and performance measurements, provided that the data collected will be protected
5 in a manner which will not permit the disclosure of personal identification of students and their
6 parent(s)/guardian(s) by individuals other than to representatives of the organization, and that
7 the information will be destroyed when no longer needed for the purpose for which it was
8 conducted;¹⁷ and

9
10 14. To state and local authorities to whom information is specifically allowed to be reported or
11 disclosed by state law that concerns the juvenile justice system and the system's ability to
12 effectively serve, prior to adjudication, the student whose records were released.¹⁸

13 *Consent to Disclose Records*¹⁹

14 Authorized school officials may release information from a student's education record if the student's
15 parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent
16 shall include:

- 17 1. Specification of the records to be released;
- 18
19 2. Reasons for the disclosure;
- 20
21 3. Person, organization, or class of persons or organizations to whom the disclosure is to be made;
- 22
23 4. Signature of the parent(s)/guardian(s) or eligible student; and
- 24
25 5. Date of the consent, and if appropriate, a date when the consent is to be terminated.

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

28 **RECORDKEEPING**

29 The school district will maintain an accurate record of all requests to disclose information from or to
30 permit access to a student's education records. The school district will maintain an accurate record of
31 information it discloses and access it permits. The district will maintain this record as long as it maintains
32 the student's education record.²⁰

33 The record will include at least:²⁰

- 34 1. Name of the person or agency that makes the request;
- 35
36 2. Interest the person or agency has in the information;
- 37
38 3. Date the person or agency makes the request; and
- 39
40 4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

- 1 * The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-
 2 secondary school, at which time all of the above rights become the student's right.²¹

 Legal References

1. 20 USCA § 1232g
2. TCA 49-6-3001(c)(1); Public Acts of 2025, Chapter No. 156
3. TCA 49-1-701; 20 USCA § 1232g
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B); 20 USCA § 1232g(b)(1)(J)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3), (5); 20 USCA § 1232g(b)(1)(C)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. 20 USCA § 1232g(b)(1)(B)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j)
16. 20 USCA § 1232g(b)(1)(L)
17. 20 USCA § 1232g(b)(1)(K)
18. 20 USCA § 1232g(b)(1)(E)
19. 34 CFR § 99.30; 20 USCA § 1232g(b)(2)(A)
20. 34 CFR § 99.32(a)
21. 34 CFR §§ 99.3, 99.5; TCA 49-1-704

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
 Acquired Immune Deficiency Syndrome 6.404
 Reporting Child Abuse 6.409
 Media Access to Students 6.604

New Hires

Star Hill - 7th Grade Science, HJSHS
Charles Hockett - P.E., Stigall
Debbie Lambert - Principal, East
Lance Martin - District School Psychologist
Victoria Murphy - Custodian, East
Ebony Patterson – 2nd Grade, East
Amber Schultz - Kindergarten, Stigall
Terron Simmons - 4th Grade Math, East
Brian C Smith - 8th Grade Math, HJSHS
Kaylon Thomas - Custodian, Stigall
Sarah Jones Warren - 2nd Grade, East

Non-Renewals

Richard Coday - Sp. Ed. Teacher, East
William Denman - Geometry, HJSHS
Tonyaki Fenner - 6th Grade Math, East
Rhonda Jones - ELA IV, HJSHS
Jerry Robertson - Sp. Ed. Teacher, HJSHS
Yasmine Sowell - Sp. Ed. EA, HJSHS

Retirement

Lisa Graves - 2nd Grade, East
Patricia Smith - Sp. Ed. EA, East

Resignations

DeVonna Burnett - 6th Grade Math, East
Eudalyn Elliott – Kindergarten, Stigall
Amber Kennemore Greene - 7th ELA, HJSHS
Viktor Horton - P. E., Stigall
James Petty - 6th Grade. East
Kaitlyn Starks - P.E., Stigall

Transfers

Anthony Ballard - Interim Assistant Principal @ East to Assistant Principal @ East
Darron Brown - Maintenance to Custodial Maintenance @ HJSHS
Charles Broyles - Custodian @ East to Maintenance @ HCS
Aubrey Bryson - Custodian @ Stigall to Custodian @ East
Melinda Bufford - Lead Sp. Ed. Teacher @ East to Lead Sp. Ed. Teacher @ HJSHS
Marcus Butler - 7th Math @ HJSHS to Geometry @ HJSHS
Cheryl Conley - 6th Grade ELA @ East to 7th Grade ELA @ HJSHS
April Henley - Lead Sp. Ed. Teacher @ HJSHS to Lead Sp. Ed. Teacher @ East
Carly Jones - Custodian @ Stigall to Custodian @ East
Amber Kennemore - 6th ELA Teacher @ East to 7th Grade ELA Teacher @ HJSHS
Tiffany Pettigrew - Librarian/Data Coach @ Stigall Primary
Tiffany Purnell - Principal @ Stigall to Assistant Principal @ East
Lacy Scott - Instructional Coach to 6th Grade Math Teacher @ East
Debbie Sheehan - Principal @ East to Principal @ Stigall
Heather Taylor - District Instructional Technology Coach to Lead Sp. Ed. Teacher @ East
Annette Thomas - Custodian @ East to Custodian @ Stigall
LaQuisha Webb - Instructional Coach @ HJSHS to ELA II & ELA III @ HJSHS