

School Board Meeting
September 6, 2018 6:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. August 2018 Bills
 - B. August 2018 Financial Report
 - C. August 9, 2018 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
 - A. Board Policy Updates - 1st Reading
 - 1. 1.701 School District Planning
 - 2. 1.900 Charter School Authorizing Principles
 - 3. 1.901 Charter School Applications
 - 4. 1.902 Charter School Agreements
 - 5. 1.903 Charter School Oversight
 - 6. 1.904 Charter School Intervention
 - 7. 1.905 Charter School Renewal
 - 8. 1.906 Charter School Revocation
 - 9. 3.212 District Water Testing
 - 10. 4.206 Homebound Instruction
 - 11. 6.200 Attendance
 - 12. 6.2001 Attendance During Postsecondary Visits
 - B. Superintendent's Report
 - 1. Personnel Report
- VI. Citizens Concern
- VII. Adjournment

School Board Meeting

August 09, 2018 6:30 PM

HJSHS Library

Attendance Taken at 6:30 PM:

Present Board Members:

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

Absent Board Members:

Ms. Lori Coleman

Also present: Dr. Versie Hamlett, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda as presented passed with a motion by Ms. Valeria Wedley and a second by Mr. Wayne McLemore.

4 Yeas - 0 Nays.

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

III.A. July 2018 Bills

III.B. July 2018 Financial Report

III.C. July 12, 2018 Regular Board Meeting

IV. Agenda Approval

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

4 Yeas - 0 Nays.

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

V. Regular Agenda

V.A. Board Policy Updates - 2nd Reading

Motion Passed: Motion to approve the policies as amended passed with a motion by Mr. Wayne McLemore and a second by Ms. Valeria Wedley.

4 Yeas - 0 Nays.

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

V.A.1. 3.600 Insurance Management

V.A.2. 4.608 Transcript Alteration

V.A.3. 4.700 Testing Programs

V.A.4. 5.106 Application for Employment and 5.118 Background Investigations

V.A.5. 5.203 Recommendations and File Transfers

V.A.6. 5.305 Family and Medical Leave Act

V.A.7. 5.802 Qualifications and Duties of the Director of Schools

V.A.8. 6.300 Code of Conduct and 6.309 Zero Tolerance Offenses

V.A.9. 6.314 Corporal Punishment

V.A.10. 6.409 Child Abuse and Neglect

V.B. Revised School Year Calendars 2018-19 and 2019-20.

Motion Passed: Motion to approve passed with a motion by Mr. Wayne McLemore and a second by Ms. Valeria Wedley.

4 Yeas - 0 Nays.

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

V.C. Superintendent's Report

- The school year is off to a wonderful start.
- Everyone is invited to Meet the Vikings at 7:00 at the stadium.

V.C.1. Personnel Report

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

VI. Citizens Concern

VII. Adjournment

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

4 Yeas - 0 Nays.

Ms. Lori Coleman	Absent
Mr. Terry Johnson	Yes

Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Ms. Valeria Wedley	Yes

Terry Johnson, Chairman Date

Dr. Versie Hamlett, Superintendent Date

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹

5 The Director of Schools shall develop necessary procedures, forms, or other measures to implement this
6 policy.

7 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

8 The Board shall develop annual plans with specific goals for improving student performance and that
9 operationalize the district's five (5) year strategic plan.

10 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
11 of the retreat shall be to:

- 12 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 13
- 14 2. Determine which goals have been achieved and whether any new efforts are needed;
- 15
- 16 3. Review major issues that may affect the school system in the future; and
- 17
- 18 4. Create an annual plan for district improvement.

19 **SCHOOL IMPROVMENT PLAN¹**

20 The principal of each school shall work with the Director of Schools to develop and implement a
21 school improvement plan that is student focused and in support of the board improvement plan. The
22 plan shall be updated annually and address the long-range strategic plan of the school district.¹

Legal References

1. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613

Cross References

Role of the Board of Education 1.101
Qualifications and Duties of the Director of Schools
5.802

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date:
		Rescinds:	Issued:

1 The Humboldt Board of Education shall ensure that only high-quality charter schools are authorized to
2 operate within the district, and adhere to the State Board of Education's quality charter authorizing
3 standards.¹ To accomplish this, the Board shall adopt the following authorizing principles that require
4 charter schools to maintain high standards, while upholding school autonomy and protecting student
5 and public interests.¹

6 **MAINTAINING HIGH STANDARDS**

7 Charter schools shall be held accountable for meeting the performance standards and targets set forth
8 in their charter agreement. The Board shall close any charter school that fails to meet the standards and
9 targets established in the charter agreement or set by state law.²

10 **UPHOLDING SCHOOL AUTONOMY**

11 Charter school governing boards shall be independent of the Board and have the authority to make
12 instructional programming, financial, personnel, school culture, and scheduling decisions.

13 The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis
14 or compelling reason to do so.

15 **PROTECTING STUDENT AND PUBLIC INTERESTS**

16 The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices,
17 and decisions of any charter school. The Board shall hold charter school governing boards accountable
18 for being fiscally responsible and transparent.

19 Charter schools are part of the public education program³ and shall adhere to non-selective,
20 nondiscriminatory practices and ensure the fair treatment of all students. They shall provide
21 appropriate services to all enrolled students in accordance with state and federal laws.⁴ Charter school
22 governing boards shall ensure fiscal responsibility and transparency.

Legal References

1. TCA 49-13-108(f); State Board of Education Policy 6.111; TRR/MS 0520-14-01-.01
2. TCA 49-13-111, TCA 49-13-120, TCA 49-13-122
3. TCA 49-13-105(a)
4. TCA 49-13-111

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
5 include the additional information required by state law.¹

6 **APPLICATION PROCESS²**

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

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

15 Applications shall be submitted to the Board on or before 4:30 p.m. on April 1st of the year preceding
16 the year in which the proposed charter school plans to begin operation as a charter school.
17 Applications will be accepted only between March 1st and April 1st. If the 1st of April falls on a
18 Saturday, Sunday, or holiday on which the school district offices are closed, applications will be
19 accepted on the next business day on or before 4:30 p.m. Late applications will not be accepted,
20 without exception. The sponsor shall pay an application fee of \$2,500.00.²

21 **REVIEW TEAM**

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

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

5 The review team shall:

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

12 **APPROVAL/DENIAL OF APPLICATION⁴**

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

16 *Approval*

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

20 Starting in the 2018-2019 school year, the Board will receive an annual authorizer fee of three percent
21 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
22 whichever is less.⁵

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

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

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

32 *Denial*

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

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

Legal References

1. TCA 49-13-106(b)(1); State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108(a)(5); TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01; Public Acts of 2018, Chapter No. 698
5. TCA 49-13-128
6. TCA 49-13-121
7. TCA 49-13-122

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Agreements	Descriptor Code: 1.902	Issued Date:
		Rescinds:	Issued:

1 Charter agreements shall articulate the rights and responsibilities of each party regarding school
2 autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure,
3 performance consequences, and other material terms. These agreements shall be separate from the
4 application and contain terms and performance standards under which the school shall operate.¹

5 All charter agreements shall:¹

- 6 1. Clearly state the rights and responsibilities of the school and the authorizer;
- 7
- 8 2. State and respect the autonomies to which schools are entitled (e.g. programming, staffing,
9 budgeting, and scheduling);
- 10
- 11 3. Define performance standards, criteria, and conditions for renewal, intervention, revocation,
12 and non-renewal;
- 13
- 14 4. State when the authorizer fee will be collected;
- 15
- 16 5. Establish the consequences for meeting or not meeting standards;
- 17
- 18 6. State the statutory, regulatory, and procedural terms and conditions for the school's operation;
- 19
- 20 7. State reasonable pre-opening requirements or conditions for new schools to ensure that they
21 meet all health, safety, and other legal requirements prior to opening;
- 22
- 23 8. State the responsibility and commitment of the school to adhere to essential public education
24 obligations, including admitting and serving all eligible students so long as space is available,
25 and not expelling or counseling out students except pursuant to a legal discipline policy
26 approved by the Board; and
- 27
- 28 9. State the responsibilities of the school and the authorizer in the event of school closures.

Legal References

1. State Board of Education Policy 6.111

Humboldt City Board of Education

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

1 *General*

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

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

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

14 **SITE VISITS**

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

20 The Board shall provide the charter school with a report that summarizes the school's performance.
21 The report shall provide an analysis of relevant data and shall not include recommendations or
22 prescriptions to the school.

23 **CHARTER SCHOOL REPORTING**

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

27 By September 1, the governing body of an approved charter school shall make a written report to the
28 Board.² The annual report shall include: a report on the progress of the school in achieving its goals,
29 objectives, pupil performance standards, content standards, all other terms of the charter agreement,

1 and a financial statement disclosing the financial health of the school, including the costs of the
2 administration, instruction, and other spending categories of the school. This reporting requirement
3 shall begin in the year after the year in which the charter school begins operation.

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

7 Each charter school governing body shall submit an annual audit of all accounts and records, to include
8 internal school activity and cafeteria funds, to the Board as soon as practical after June 30.³

9 **AUTHORIZER REPORTING AND REVIEW**

10 By December 1, the Board shall report to the Department of Education detailing the authorizer fees
11 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁴ By
12 January 1, the Board shall submit an annual authorizer report to the Department of Education.⁵ The
13 Director of Schools shall prepare the reports and provide the information to the Board prior to
14 submission.

15 Following the fifth year of a charter school's initial period of operation or the fifth year of any renewal
16 of a charter school agreement, the Board shall conduct an interim review of the charter school
17 according to the guidelines developed by the Department of Education.⁶

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120(a)-(c)
3. TCA 49-13-127
4. TCA 49-13-128(c)
5. TCA 49-13-120(d)
6. TCA 49-13-121(d)

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention	Descriptor Code: 1.904	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter
3 agreement. If the Board identifies a deficiency in charter school operations, the Director of
4 Schools/designee shall communicate the problem to the charter school. Any intervention shall be
5 proportionate to the identified problem and adhere to the provisions of the charter agreement.

6 **INTERVENTION**¹

7 The Director of Schools/designee shall give the charter school timely notice of any charter agreement
8 violations or performance deficiencies requiring intervention. Notices shall state the:

- 9 1. Deficiency;
10
11 2. Applicable regulatory, performance, or contractual provision(s) not achieved;
12
13 3. Expected remedy; and
14
15 4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action
16 plan to be submitted.

17 The Director of Schools shall provide charter schools with reasonable time and opportunity to remedy
18 the deficiency or to submit a corrective action plan.

19 **REMEDIES**¹

20 Charter schools shall be responsible for notifying the Board:

- 21 1. When a deficiency has been remedied;
22
23 2. If the charter school requires an extension of time to remedy a deficiency; or
24
25 3. If the charter school requests a modification to its corrective action plan.

Legal References

1. State Board of Education Policy 6.111

Humboldt City Board of Education

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

1 CUMULATIVE PERFORMANCE REPORT

2 One year prior to the date on which a charter school is required to submit a renewal application, the
3 Director of Schools/designee shall submit a performance report to the charter school.¹

4 APPLICATION AND EVALUATION

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

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

9 RENEWAL CRITERIA

10 The Board shall make its renewal decision based on whether the charter school:¹

- 11 1. Met the Board's standards;
- 12
- 13 2. Achieved the targets stated in the charter agreement;
- 14
- 15 3. Is organizationally and fiscally viable;
- 16
- 17 4. Has been faithful to their charter agreement and applicable law; and
- 18
- 19 5. Presents sound academic, financial, and organizational plans for the next charter term.

Legal References

1. TCA 49-13-120; State Board of Education
Policy 6.111; TCA 49-13-121

Humboldt City Board of Education

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 agreement if the charter school is identified as a priority school under
3 state law. Revocation shall take effect immediately following the school year in which the charter
4 school is identified as a priority school.¹

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

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

15 **NOTICE**

16 The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the
17 charter agreement in writing at least thirty (30) days prior to the revocation.³

18 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter agreement, the
19 Director of Schools/designee shall report the Board's decision to the Department of Education. The
20 Director of Schools/designee shall also provide a copy of the Board's resolution setting forth the
21 decision and the reasons for the decisions.⁴

22 **PROCEDURES FOR CLOSURE**

23 The Director of Schools shall develop administrative procedures regarding charter school closures
24 prior to the Board denying renewal or revoking a charter agreement.⁵

Legal References

1. TCA 49-13-122(a); State Board of Education Policy 6.111
2. TCA 49-13-122(b); State Board of Education Policy 6.111
3. TCA 49-13-122(c)
4. TCA 49-13-122(e)
5. TCA 49-13-130

Humboldt City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <b style="text-align: center;">District Water Testing	Descriptor Code: <b style="text-align: center;">3.212	Issued Date:
		Rescinds:	Issued:

1 *General*

2 All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two
3 (2) years.¹

4 The Director of Schools shall develop appropriate administrative procedures to facilitate this testing
5 and address any necessary corrective action.

6 **RESPONSE TO TESTING RESULTS¹**

7 If test results show that lead levels exceed fifteen parts per billion (15 bbp) but are below twenty parts
8 per billion (20 bbp), that school shall conduct lead level tests on an annual basis. This shall continue
9 until tests show that the lead levels are under fifteen parts per billion (15 bbp).

10 If test results show that lead levels equal or exceed twenty parts per billion (20 bbp), the school shall
11 immediately remove the drinking water source from service. The drinking water source shall not be
12 available for use until retesting confirms the water lead level does not exceed twenty parts per billion
13 (20 bbp). If corrective action is taken, retesting shall occur within ninety (90) days.

14 The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours
15 of a test result showing that lead levels equal or exceed twenty parts per billion (20 bbp).
16 Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. Public Acts of 2018, Chapter No. 977

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Homebound Instruction	Descriptor Code: 4.206	Issued Date:
		Rescinds:	Issued:

1 The homebound instruction program is for students who because of a medical condition are unable to
 2 attend the regular instructional program.¹ The homebound instruction program shall consist of three (3)
 3 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

4 To qualify for this program, a student shall have a medical condition that will require the student to be
 5 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)
 6 instructional days for a student who has a chronic medical condition. The student shall be certified by a
 7 physician as having a medical condition that prevents him/her from attending the regular instructional
 8 program. The services provided to the homebound student shall reflect the student’s capabilities and be
 9 determined by the homebound instructor, after consultation with appropriate professional staff of the
 10 student’s assigned school.

11 Recertification shall be obtained after the expiration of each period of homebound instruction if the
 12 student’s physician certifies, in writing, that the student has a medical condition that prevents him/her
 13 from returning to the regular instructional program.

Legal References

1. TCA 49-10-1101; Public Acts of 2018, Chapter No. 625, TRR/MS 0520-01-02-.10

Cross References

- Student Communicable Diseases 6.403
 Acquired Immune Deficiency Syndrome 6.404

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Attendance	Descriptor Code: 6.200	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

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

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

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

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

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

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

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

7 The principal shall be responsible for ensuring that:⁶

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 11 for the majority of the day;
- 12
- 13 3. All student absences are verified;
- 14
- 15 4. Written excuses are submitted for absences and tardiness; and
- 16
- 17 5. System-wide procedures for accounting and reporting are followed.

18 **TRUANCY**

19 *General*

20 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
21 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
22 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
23 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
24 considered present for school attendance purposes. If a student is required to participate in a remedial
25 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
26 and the school system provides transportation, unexcused absences from these programs shall be
27 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 does not provide documentation within adequate time excusing those absences, or
31 request an attendance hearing, then the Director of Schools shall implement the progressive truancy
32 intervention plan described below prior to referral to juvenile court.

33 *Progressive Truancy Intervention Plan*⁸

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

36 **Tier I**

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

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

12 Tier II

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

14 the student will be subject to Tier II.

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

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

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

18 Tier III

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

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

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

22 of Schools/designee.

23 MILITARY SERVICE OF PARENT/GUARDIAN

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

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

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

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

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

29 missed during these absences.⁹

30 MAKE-UP WORK

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

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

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

34 STATE-MANDATED ASSESSMENT

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

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

7 **CREDIT/PROMOTION DENIAL**

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

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

15 **DRIVER'S LICENSE REVOCATION**²

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

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

20 **ATTENDANCE HEARING**¹¹

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

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

33 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
34 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
35 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
36 The action of the Board shall be final.

- 1 The Director of Schools/designee shall ensure that this policy is posted in each school building and
- 2 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

Cross References

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

Humboldt City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Attendance During Postsecondary Visits</h2>	Descriptor Code: 6.2001	Issued Date:
		Rescinds:	Issued:

1 While postsecondary school visits are not required, any high school student wishing to participate in a
 2 postsecondary school visit during the school year shall submit to the principal/designee prior notice
 3 from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
 4 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety
 5 of the student during the visit.¹

6 The principal/designee shall count a student present for no more than two (2) days to be taken at the
 7 beginning of the second term of the junior year for students participating in a postsecondary school
 8 visit. The student shall be counted present for the day of the postsecondary school visit and shall not be
 9 counted present during any travel days.

10 In order to be counted present for the school day missed, the student shall submit to the
 11 principal/designee a signed letter or form from a campus official verifying that the visit to the
 12 postsecondary school occurred.

13 The student shall complete any school work missed due to the student participating in a postsecondary
 14 school visit.

15 In addition, during their senior year, students will be allowed to participate in the annual
 16 College/Career Day.

Legal References

1. State Board of Education Policy 4.100

Cross References

- Attendance 6.200

New Hires

Bertha Hall – Stigall Kindergarten

Matthew Miller – Stigall 1st

David Hochreiter – HJHS 8th English

Mike Johnston – HJHS Health Science

Martha Shivers – Stigall Ed. Asst.

In-System Transfers

James Coleman – East Custodian (from HJSHS)