

School Board Meeting
January 11, 2024 5:30 PM
HJSHS Library

- I. Call to Order
- II. Swearing In - Oath of Office
- III. Roll Call
- IV. Election of Chairman, Vice Chairman and Legislative Representative
- V. Consent Agenda
 - A. November 2023 Bills
 - B. November 2023 Financial Report
 - C. November 9, 2023 Regular Board Meeting
 - D. December 2023 Bills
 - E. December 2023 Financial Report
- VI. Agenda Approval
- VII. Regular Agenda
 - A. 2024 Board Meeting Dates
 - B. Board Policy Updates - 2nd Reading
 - 1. 1.105 School Board Legislative Involvement
 - 2. 1.701 School District Planning
 - 3. 2.400 Revenues
 - 4. 2.601 Fundraising Activities
 - 5. 2.8051 Debit Cards, Credit Cards, & Credit Lines
 - C. Board Policy Update - 1st Reading
 - 1. 4.603 Promotion and Retention
 - D. Superintendent's Report
 - 1. Personnel 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

School Board Meeting

November 9, 2023 5:30 PM
HJSHS Library

Attendance Taken at 5:30 PM.

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

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 Rev. Mark Hodge and a second by Mr. Terry Johnson.

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

A. October 2023 Bills

B. October 2023 Financial Report

C. October 19, 2023 Regular Board Meeting

IV. Agenda Approval

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

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

V. Regular Agenda

A. School Compliance

Motion passed: Motion to approve the 2023 Compliance Report passed with a motion by Mr. Leon McNeal and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Absent
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

B. December Board Meeting

Motion passed: Motion to approve cancelling the December Board Meeting passed with a motion by Rev. Mark Hodge and a second by Mr. Leon McNeal.

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

C. Budget Amendments

Motion passed: Motion to approve passed with a motion by Mr. Leon McNeal and a second by Rev. Mark Hodge.

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

D. Board Policy Updates - 1st Reading

The following policies were presented for the first reading.

1. 1.105 School Board Legislative Involvement
2. 1.701 School District Planning
3. 2.400 Revenues
4. 2.601 Fundraising Activities
5. 2.8051 Debit Cards, Credit Cards, & Credit Lines

E. Superintendent's Report

- HCS Honored Veterans: Anthony Ballard, Darron Brown, Kevn Doan, Terii Cummins, Roy Hudson, Carly Jones and Arthur Weaver were thanked for their service and honored at the Veterans Day Program.
- October Attendance & Discipline Data
- School Accountability Report
- Letter Grade Model Overview
- Portrait of a Viking Graduate Community Forum on November 30th at 5:30 at the Humboldt Medical Center

X. 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.

XI. Adjournment

Motion passed: Motion to adjourn passed with a motion by Rev. Mark Hodge and a second by Mr. Leon McNeal.

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

Valeria Smith-Wedley, Chairman

Date

Dr. Janice Epperson, Superintendent

Date

HUMBOLDT CITY SCHOOL SYSTEM
2024 School Board Meeting Dates
5:30 P.M.

Thursday	January 11, 2024	HJSHS Library
Thursday	February 8, 2024	HJSHS Library
Thursday	March 7, 2024	HJSHS Library
Thursday	April 11, 2024	HJSHS Library
Thursday	May 16, 2024	HJSHS Library
Thursday	June 6, 2024	HJSHS Library
Thursday	July 11, 2024	HJSHS Library
Thursday	August 8, 2024	HJSHS Library
Thursday	September 12, 2024	HJSHS Library
Thursday	October 10, 2024	HJSHS Library
Thursday	November 7, 2024	HJSHS Library
Thursday	December 12, 2024	HJSHS Library

Humboldt City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date:
		Rescinds:	Issued:

1 The Board shall work for the passage of new laws designed to improve public education in Tennessee.
2 Likewise, the Board shall work for the repeal or modification of existing laws and for the defeat of
3 proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns
6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and
8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative liaison;
- 10 4. The Board shall work with its legislative liaison, TSBA, and other concerned groups in
11 developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel
13 expenses, necessary to ensure active participation in the legislative process.

Cross References

Board Member Development Opportunities 1.204

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 The Director of
5 Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

7 The Board shall develop annual plans with specific goals for improving student performance and that
8 operationalize the district's five (5) year strategic plan. This will be incorporated into the TISA
9 accountability report that must be approved by the Board and filed with the Department of Education
10 each November 1st.²

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

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

20 **SCHOOL IMPROVEMENT PLAN¹**

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

24

Legal References

1. TCA 49-1-613; TRR/MS 0520-01-02-.31(8); State Board of Education Policy 2.101
2. TCA 49-3-112

Cross References

- Role of the Board of Education 1.101
In-Service and Professional Learning Opportunities 5.113
Qualifications and Duties of the Director of Schools 5.802

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Any money collected by any school shall be documented with a receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions, and
6 all fundraising activities. Each principal shall determine the reconciliation method to be used for all
7 events which require a ticket.¹

8 **FEES**

9 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
10 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
11 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
12 use its equipment.² School fees shall be waived for students who receive free or reduced-price lunches.³
13 No student will be penalized for nonpayment of any school fee.

14 **EXTENDED SCHOOL PROGRAM**

15 Extended school funds shall be collected at the individual schools and receipted and deposited in the
16 school bank account. The principal shall report the collections and pay the Board by school check.⁴

17 **FINES**

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages,⁵ including textbooks, library books, equipment, and buildings. All money collected as
20 fines shall be placed in the system-wide school fund.

21 **TUITION INCOME**

22 Tuition collected from nonresident students shall be placed in the system-wide school fund.

23 **RENTAL INCOME**

24 The principal will collect and remit to the central office all money received for use of a particular school
25 facility or other school property.

1 **GRANTS**

2 Grants for educational purposes made available by the state and/or federal government may be sought
 3 by the school district but only when the conditions of their availability are in harmony with the
 4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
 5 receive grants, but funds shall be recorded in a separate restricted fund account.⁴

6 **COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶**

7 Approved district staff may utilize **GoFan** for electronic transactions. The Director of Schools/designee
 8 shall determine when this type of transaction may be utilized on a case-by-case basis. At the individual
 9 school level, the principal shall oversee the collection of funds and submit a plan that includes the
 10 following:

- 11 1. Adequate supporting documentation for the electronic collection method including a plan to
 12 provide a total daily receipt summary;
- 13 14 2. Methods of providing receipts to payers;
- 15 16 3. Information on maintaining and inspecting any voided receipts; and
- 17 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and
 19 who will be assigned to complete this task.

20 Processing fees for these transactions **shall** be charged.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with
 22 the *Tennessee Internal School Funds Manual*.

Legal References

1. TCA 49-2-110(a); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

Cross References

Fundraising Activities 2.601
 Student Activity Funds Management 2.900
 Food Service Management 3.500
 Textbooks and Instructional Materials 4.400
 Compensation Guides & Contracts 5.110
 Attendance of Non-Resident Students 6.204
 Student Fees and Fines 6.709

Humboldt City Board of Education

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

1 *General*

2 The following guidelines shall be followed:¹

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

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

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

6 **LOTTERIES**

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

9 **ONLINE FUNDRAISING¹**

10 The school district is authorized to utilize online fundraising (e.g., crowdfunding). The Director of
11 Schools/designee shall ensure that adequate internal controls are established and will determine, on a
12 case-by-case basis, when using online fundraising is appropriate.

13 An employee shall not engage in online fundraising for educational purposes in his/her official
14 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or
15 otherwise, that would lead another to believe such activity is an approved school fundraiser. Online
16 fundraising shall not be used on behalf and for the benefit of an outside party.

17 *Individual Schools*

18 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all
19 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*
20 *Accounting Policy Manual*. The principal/designee of each school shall have access to the established
21 fundraising account to ensure all funds are properly accounted for, and the information is recorded in
22 the school's accounting records by the designated personnel.

23 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

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

- 26 1. Bereavement support;
- 27
- 28 2. Award recognition;
- 29
- 30 3. Employee morale;
- 31
- 32 4. Banquets; or
- 33
- 34 5. Other situations at the principal's discretion.

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

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

6 **RECORDKEEPING¹**

7 The Director of Schools/designee shall ensure that the appropriate records are maintained for each
8 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents
9 that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-28
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710

Humboldt City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Debit Cards, Credit Cards, & Credit Lines	Descriptor Code: 2.8051	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 District debit and credit cards shall be maintained by the Director of Schools/designee through
 3 procedures developed and maintained in the district office for the purchase of appropriate goods and
 4 services for district or school related purposes only.¹ The debit and credit cards will be kept in a secure
 5 location, and account numbers will remain confidential. Principals shall be the only employees
 6 authorized to apply for a credit card on a school's behalf.

7 The Director of Schools/designee shall review and approve card transactions. Purchases which are not
 8 approved by the Director of Schools or the Director of Finance will be reimbursed to the district within
 9 ten (10) days of notification.

10 **AUTHORIZED USE**

11 Debit card use shall be limited to small incidental purchases and may not be used for normal operating
 12 expenditures.

13 Credit cards may be used for transactions in which the use of a standard purchase order is either
 14 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
 15 cards may also be used to facilitate out-of-town travel for official school business.

16 Card users shall be held accountable for appropriate use of debit and credit cards. Unauthorized use of
 17 a debit card, credit card, or credit line shall be grounds for disciplinary action, including termination of
 18 employment. Cash advances using district credit cards are prohibited.

19 Any school employee that purchases items with the debit card, credit card, or any approved credit line
 20 shall follow the guidelines outlined below:

- 21 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
 22 days of purchase;
- 23 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
 24 be turned in;
- 25 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
 26 that is purchased;
- 27 28
- 28 29

- 1 4. All purchases shall be district or school related purchases;
- 2
- 3 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
- 4 program associated with said charges; and
- 5
- 6 6. Under no circumstances will the debit card, credit card, or credit line be used to make personal
- 7 purchases.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Humboldt City Board of Education

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

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released; or
- 29
- 30 **3. Attendance Record**

31

1 **PROMOTION PLANS⁵**

2 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
3 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
4 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
5 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
6 counselor, or other appropriate school personnel.

7 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
8 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
9 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
10 will include additional requirements for promoting students in these grades. A copy of the plan will be
11 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
12 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
13 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
14 promotion plan.

15 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
16 promoted to the next grade level unless retention is required per additional requirements for students in
17 third and fourth grade.⁶

18 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
19 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
20 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
21 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
22 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
23 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
24 year.⁷

25 **RETENTION⁶**

26 A student may be retained when such retention is in the best interests of the student or when retention
27 is required per additional requirements for students in third and fourth grade.

28 *Decision of Retention – General⁸*

29 If a student is retained, the Director of Schools/designee shall develop an individualized academic
30 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
31 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
32 development. The plan shall include at least one of the following strategies:

33 1. Adjustment to the current instructional strategies or materials;

34

35 2. Additional instructional time;

36

37 3. Individual tutoring;

38

- 1 4. Modification to the student’s classroom assignment to ensure the student receives
2 instruction from a teacher with a level of overall effectiveness of above expectations (level
3 4) or significantly above expectations (level 5); or
4
- 5 5. Attendance or truancy interventions.

6 A student shall not be retained more than once in any grade. The progress of students who are retained
7 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
8 school year in which the student is retained. The Director of Schools shall develop procedures to
9 ensure appropriate recordkeeping of students who are retained.

10 *Decision of Retention – Third Grade*⁹

11 Third grade students shall not be promoted to the next grade unless they are determined to be
12 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
13 (ELA) based on the student’s most recent TCAP test.

14 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 15 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
16 portion of the student’s most recent TCAP test may be promoted if:
17
 - 18 a. The student is an English language learner and has received less than two (2) full years
19 of ELA instruction;
 - 20 b. The student was previously retained in grades K-3;
 - 21 c. The student is retested before the next school year and scores proficient in ELA;
 - 22 d. The student attends a learning loss bridge camp before the next school year, maintains a
23 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
24 test at the end of the camp;
 - 25 e. The student receives tutoring for the entirety of the next school year in accordance with
26 state law; or
 - 27 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
28 ELA standards by scoring within the fiftieth percentile on the most recently
29 administered state-provided benchmark assessment and the district provides tutoring
30 services to the student during the entire fourth grade school year and notifies the
31 student’s parent/guardian, in writing, of the benefits of enrolling the student in summer
32 programming.
- 33
- 34 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
35 the student’s most recent TCAP test may be promoted if:
36
 - 37 a. The student is an English language learner and has received less than two (2) full years
38 of ELA instruction;
 - 39 b. The student was previously retained in grades K-3;
 - 40 c. The student is retested before the next school year and scores proficient in ELA; or

- 1 d. The student attends a learning loss bridge camp before the next school year, maintains a
2 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
3 school year in accordance with state law.

4 *Decision of Retention – Fourth Grade*⁹

5 Students in the following categories shall show adequate growth in the following ways before being
6 promoted to the fifth grade:

- 7 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
8 next school year in accordance with state law or because of attending a learning loss bridge
9 camp must maintain a ninety percent (90%) attendance rate; and
10
11 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
12 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
13 student may be promoted to fifth grade.

14 A student shall not be retained more than once in fourth grade.

15 *Decision of Retention – Students with Disabilities*¹⁰

16 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
17 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
18 TCAP was due to the student's disability. The school district shall not retain a student with a disability
19 or a suspected disability that impacts their ability to read.

20 **APPEALS**^{7,11}

21 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
22 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
23 made to a committee appointed by the principal within **five (5) calendar days**. The student and his/her
24 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given
25 the opportunity to address the committee. The committee shall conduct a hearing within **five (5) calendar**
26 **days** to determine if the student will be promoted and issue such decision within **five (5) calendar days**].
27 Upon notification of the committee decision, the principal shall send written notification to the Director
28 of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of
29 their right to appeal such action within **five (5) calendar days** to the Director of Schools/designee.

30 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
31 decision shall be issued within **five (5) calendar days**

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

36 For students where retention is required per the additional requirements for students in third and fourth
37 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

New Hires

Hannah Carter – East Elem. Sp. Ed. EA
Thomas Farrington – HJSHS ESL
Teresa Holloway – East Cafeteria (Part-time)
Jeanette Pledge – East Elem. Sp. Ed. EA

Resignations

Craig Pettigrew – HJSHS Special Ed.
Kaisey Taylor – Stigall Kindergarten
Brittaney Williams – HJSHS 8th Social Studies
Ashley Wedley – East Elem. Sp. Ed. EA
Shirley Scott – East Elem. Attendance Clerk/Secretary

Retirement

Sylvia Zelenka – East Elem. Cafeteria