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**REGULAR BOARD MEETING**

**Monday, July 6, 2020 7:00 PM**

**Room 203 Central Office**

- I. Call To Order
- II. Approval of June 1, 2020 Regular Board Meeting Minutes
- III. Approval of June 30, 2020 Special Called Board Meeting Minutes
- IV. Approval of Agenda
- V. Communications to the Board
  - A. Director's Report
  - B. Financial Report
  - C. Public Comment (5 minutes allocated)
- VI. Items Requiring Board Action
  - A. Close Out Budget Amendments
  - B. Student Discipline Hearing Authority
  - C. 2020-2021 School Re-Opening Plan
  - D. 2020-2021 School Breakfast and Lunch Prices
  - E. Recommendations for Tenure
  - F. Out-of-County Tuition Rate for 2020-2021
  - G. 2020-2021 Centerville Municipal Golf Course
  - H. 2020-2021 School Fees
  - I. Revised Board Policies -- 4.605, 6.304, 6.3041, 6.305 -- 1st Reading
  - J. Board Policy Review 5.100---5.110
  - K. Concrete Pouring at Schools for 2020-2021
- VII. Announcements
  - A. TSBA Fall District Meeting--Franklin County--September 24, 2020
  - B. TSBA Leadership Conference and Convention--November 12-15, 2020
- VIII. Adjourn

Monday, June 1, 2020  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, June 1, 2020, at 7:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Steve Gianakos, Ron Gammons, Jane Herron, and Vance Willis. Jim Hudgins was absent from the meeting.

Steve Gianakos made a motion to approve the minutes from the board meeting held on Monday, May 4, 2020. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to approve the agenda for the June 1, 2020, board meeting. Vance Willis seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 1, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of May 4, 2020 Regular Board Meeting Minutes
- III. Approval of Agenda
- IV. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. Family Resource Centers Year End Report--Center Directors
- V. Items Requiring Board Action
  - A. Budget Amendments--Business Officer
  - B. Request for Athletic Practice During School Day 2020-2021--Deputy Superintendent
  - C. Resolution to Grant Authority to Designate Reserves--Director of Schools
  - D. Authorize Director to Submit Reports, Applications, and Grants--Director of Schools
  - E. 2020-2021 Professional Personnel Decisions--Director of Schools
  - F. 2020-2021 Notice of Placement of Licensed Personnel--Director of Schools
  - G. 2020-2021 Re-Employment and Placement of Support Staff--Director of Schools
  - H. Grant Executive Committee Authority to Close out Year--Director of Schools
  - I. Annual Agenda--Director of Schools
  - J. 2020-2021 Board Meeting Dates--Director of Schools
  - K. 2020-2021 Differentiated Pay Plan--Director of Schools
  - L. 2020-2021 Salary Schedules--Business Officer
  - M. 2020-2021 142 Federal Budget--Business Officer
  - N. Teacher Tenure Recommendations--Director of Accountability
  - O. School Van Purchase--Transportation Director
  - P. Bleacher Services Contract--Maintenance Director
  - Q. Maintenance Building Request--Maintenance Director
  - R. Multi-Year Floor Services--Maintenance Director
  - S. Declaration of Surplus Property--Maintenance Director
  - T. CIS Paving--Maintenance Director
  - U. Land Behind HCMS Offer--Director of Schools

- V. Board Policy Review 4.700--4.804--Director of Accountability
- VI. Announcements
  - A. TSBA Fall District Meeting--Franklin County--September 24, 2020
  - B. TSBA Leadership Conference and Convention--November 12-15, 2020

VII. Adjourn

On a voice vote, the motion was approved 6-0.

Michelle Gilbert reported an amendment to the Director's Report under Support Staff Appointment to add Hawkins Wolcott, Taryn McCaleb, Rachel Walls, and Myleah McGuigan as volunteer coaches at HCMS. Steve Gianakos made a motion to accept the amended Director's Report. Ron Gammons seconded the motion.

Memorandum

To: Board Members  
 From: Michelle Gilbert  
 Date: May 20, 2020  
 RE: June Director's Report

**Leave of Absence**

Professional

Ashley Totty 2020-2021 school year

Support Staff

**Hiring**

Professional

Support Staff

**Resignation**

Professional

\_\_\_\_ Tonya Haley EHES Special Education  
 Rosalind Saline EHIS Special Education

Support Staff

\_\_\_\_ Victor Wharton EHHS Boys Basketball

**Retirement**

Professional

Denise Hudgins CIS Interventionist  
 Rebecca Gatewood CIS Interventionist  
 Brendlyn Durham CIS Library Media Specialist

Support Staff

\_\_\_\_ Nan Thomas Special Education Assistant

**Transfers**

Professional

R.E. McDonald HCMS Teacher to HCHS History  
 Dereck Hale EHMS Teacher to EHIS Library Media Specialist  
 Bethany Ring CIS Assistant Principal to EHMS Teacher  
 Karissa Campbell EHMS Special Education to CIS Special Education  
 Catherine Shelby EHHS School Counselor to EHES School Counselor

Support Staff

Jennie Morley HCMS Special Education Assistant to HCHS Special Education Assistant  
 Wanda LeMaster EHMS Special Education Assistant to EHIS Special Education Assistant

**Appointment**

Professional

Support Staff

Hawkins Wolcott

Taryn McCaleb

Rachel Walls

Myleah McGuigan

HCMS Volunteer Football Coach

HCMS Volunteer Volleyball Coach

HCMS Volunteer Volleyball Coach

HCMS Volunteer Cheer Coach

**Open Positions**

1 Music Position

1 Secondary English Position

1 Secondary History Position

1 K-5 ELA Position

1 School Counselor Position

2 Secondary Math Position

4 Special Education Positions

1 Bookkeeper Position

2 Intervention Positions

2 Special Education Assistant

1 Regular Education Assistant

1 Student Support Project AWARE

On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the financial report. Tim Hobbs seconded the motion.

On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the Family Resource Center End of Year Reports.

Vance Willis seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve Budget Amendments 14-18 as presented. Steve

Gianakos seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve athletic practice to be held during the school day for the 2020-2021 school year. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve resolution 20-15 for GASB 54. Ron Gammons seconded the motion.

Resolution 20-15

Assignment Authority  
GASB 54

BE IT RESOLVED by the Board of Education of Hickman County, Tennessee, assembled in regular session this 1st day of June, 2020, that the Director of Schools shall have the authority to establish the amounts of funds that will be ASSIGNED for specific purposes for the fiscal year ended June 30, 2020.

Upon approval, this resolution will be placed in the minutes of the Board of Education. The resolution must be passed each fiscal year.

Action: \_\_\_\_\_6\_\_\_\_\_ Aye \_\_\_\_\_0\_\_\_\_\_ Nay \_\_\_\_\_1\_\_\_\_\_ Absent

Adopted:

Attest:

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis  
On a roll call vote, the motion was approved 6-0.

Tim Hobbs made a motion to authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2019-2020 school year and for the rising 2020-2021 school year on behalf of the Hickman County School System. Ron Gammons seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the receipt of the licensed personnel decisions. Vance Willis seconded the motion. Jane Herron, Vance Willis, and Tim Hobbs declared a potential conflict of interest but stated they would vote on behalf of their constituents. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion that the Board acknowledge the Director of Schools placement of Licensed Personnel and authorize such be placed in the minutes of the Board. Tim Hobbs seconded the motion. Tim Hobbs, Vance Willis, and Jane Herron declared a potential conflict of interest but stated they would vote on behalf of their constituents. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion that the Director of Schools re-employment list and placement of support staff for the 2020-2021 school year be placed in the minutes of the Board. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to grant the Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director authority to close out the financial books including budget amendments. All members are provided with a report at the next board meeting. Steve Gianakos seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the annual agenda. Jane Herron seconded the motion.

Hickman County Board of Education  
Annual Agenda 2020-2021

July

Student Discipline Hearing Authority Designation

August

Approval of School Audit Services Contract

September

October

Election of Officers of the Board (3rd meeting of the fiscal year)

Compliance Report  
Textbook Certification  
Approval of School Calendar  
November  
Approval of Supplement Splitting  
December  
January  
Set Board Retreat  
February  
Set Budget Calendar  
March  
Set School Attendance Zones  
April  
Adoption of Textbooks  
May  
Approval of 141, 142, 143 Budgets  
Authorize Superintendent Submit Grants, Applications, Reports, Amendments, and Addenda  
Personnel Decisions and Placement  
Teacher Tenure  
June  
Adopt Board Meeting Schedule for 2021-2022  
Grant Executive Committee authority to close out fiscal year  
Report of Director's Evaluation  
On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the 2020-2021 Board Meeting Dates. Vance Willis seconded the motion.

2020-2021  
Hickman County Board of Education  
Board Meeting Dates

July 6, 2020  
August 3, 2020  
September 21, 2020 (work session only)  
October 5, 2020  
November 2, 2020  
December 7, 2020  
January 4, 2021  
February 1, 2021  
March 1, 2021  
April 5, 2021  
May 3, 2021  
June 7, 2021

On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve the 2020-2021 Differentiated Pay Plan. Jane Herron seconded the motion. Tim Hobbs, Vance Willis, and Jane Herron declared a potential conflict of interest but declared they would vote on behalf of the best interests of their constituents.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis  
On a roll call vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the salary schedules for the 2020-2021 school year. Tim Hobbs seconded the motion. Tim Hobbs, Steve Gianakos, Jane Herron, and Vance Willis declared a potential conflict of interest but declared they would vote on behalf of the best interests of their constituents.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis  
On a roll call vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the 142 Federal Budget as presented. Tim Hobbs seconded the motion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Pass \_\_\_\_\_ Absent \_\_\_\_\_

Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis  
On a roll call vote, the motion was approved 6-0.

Ron Gammons made a motion to grant tenure to the following educators: Shelby Owens, Cassie Hale, Sara Lawson, Diana Lankford, Connie Graves, Chris Austin, Emily Cross, Robyn Emerson, Savannah Anglin, Jennifer Brewer, Thomas Stanley, Brett Lovett, Eddie Boone,



Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the declaration of surplus from the maintenance director as presented to be sold at auction. Steve Gianakos seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Vance Willis made a motion to approve the CIS Parking Lot Paving for Areas 1 and 2 not to exceed \$55,000 from the 2019-2020 capital outlay budget. Steve Gianakos seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Amy Bryant  
Ron Gammons  
Steve Gianakos  
Jane Herron  
Tim Hobbs

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0.

Vance Willis made a motion to approve the review of board policies 4.700-4.804. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

The meeting was adjourned at 8:06 p.m.

Tuesday, June 30, 2020  
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special session on Tuesday, June 30, at 6:00 p.m. in room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Ron Gammons, Jane Herron, and Vance Willis. Steve Gianakos attended the meeting virtually.

Jane Herron made a motion to approve the agenda. Tim Hobbs seconded the motion. The Hickman County Board of Education will meet in special session on Tuesday, June 30, 2020, at 6:00 p.m. in Room 203 of the Central Office building. A work session will be held after the meeting to discuss the re-opening of school for the 2020-2021 school year in Room 203 of the Central Office Building.

- I. Call to Order
- II. Approval of Agenda
- III. Items Requiring Board Action
  - A. 2020-2021 Consolidated Application--Director of Schools
  - B. 2020-2021 ESSER Application--Director of Schools
- IV. Adjourn

On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the addition of an Academic Technology Assistant in the Federal Budget. Vance Willis seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			
Vance Willis			

On a roll call vote, the motion was approved 7-0.

Jane Herron made a motion to approve the Consolidated Application for the 2020-2021 school year. Jim Hudgins seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			
Vance Willis			

On a roll call vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve the ESSER spending plan budget for the 2020-2021 school year. Jane Herron seconded the motion.

Hickman County ESSER Spending Plan (CARES Act Funding)

Plan Component	Allocation
Total Project	\$879,730.25
Purchasing Educational Technology (devices, internet connectivity)	\$477,830.00
Providing Summer and Supplemental Learning	\$126,120.00
Planning for Long-Term Closures	\$41,400.00
Addressing the Unique Needs of Special Populations	\$126,574.00
Conducting Other Necessary Activities to maintain the operation of services, employing existing staff, coordinating activities, or providing principals and school leaders necessary resources	\$107,806.25
Total budgeted	\$879,730.25

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			
Vance Willis			

On a roll call vote, the motion was approved 7-0.

The meeting was adjourned at 6:13 p.m.



**AMY BRYANT**  
9589 S Lick Creek Rd., Lyles, TN 37098

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

**TIM HOBBS**  
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

**JIM HUDGINS**  
1297 E. Grinders Switch Rd., Centerville, TN 37033

**JANE HERRON**  
1222 Hwy 100., Centerville, TN 37033

**STEVE GIANAKOS**  
9792 Dogwood Dr., Bon Aqua, TN 37025

**VANCE WILLIS**  
2868 Hwy 48 N., Nunnely, TN 37137

**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

The Hickman County Board of Education will meet in regular session on Monday, July 6, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Approval of June 1, 2020 Regular Board Meeting Minutes
- III. Approval of June 30, 2020 Special Called Board Meeting Minutes
- IV. Approval of Agenda
- V. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. Public Comment (5 minutes allocated)--Jennifer Kinney
- VI. Items Requiring Board Action
  - A. Close Out Budget Amendments--Business Officer
  - B. Student Discipline Hearing Authority--Director of Schools
  - C. 2020-2021 School Re-opening Plan--Director of Schools
  - D. 2020-2021 School Breakfast and Lunch Prices--Director of Schools
  - E. Recommendations for Tenure--Director of Schools
  - F. Out-of-County Tuition Rate for 2020-2021--Director of Schools
  - G. 2020-2021 Centerville Municipal Golf Course--Director of Schools
  - H. 2020-2021 School Fees--Director of Schools
  - I. Revised Board Policies--4.605, 6.304, 6.3041, 6.305--1st Reading--Director of Accountability
  - J. Board Policy Review 5.100--5.110--Director of Accountability
  - K. Re-Bid - Concrete Pouring at Schools for 2020-2021--Director of Maintenance
- VII. Announcements
  - A. TSBA Fall District Meeting--Franklin County--September 24, 2020
  - B. TSBA Leadership Conference and Convention--November 12-15, 2020
- VIII. Adjourn



**AMY BRYANT**  
9589 S. Lick Creek Rd., Lyles, TN 37098

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

**TIM HOBBS**  
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

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1297 E. Grinders Switch Rd., Centerville, TN 37033

**JANE HERRON**  
1222 Hwy 100., Centerville, TN 37033

**STEVE GIANAKOS**  
9792 Dogwood Dr., Bon Aqua, TN 37025

**VANCE WILLIS**  
2868 Hwy 48 N., Nunnely, TN 37137

**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: June 29, 2020  
RE: July Director's Report

**Leave of Absence**

Professional

Lauren Powell

August 10-December, 2020 (FMLA)

Support Staff

**Hiring**

Professional

Sarah Fraley

Erin Morrow

Abigail Loveless

Andrea Irwin

Ryan Harrison

EHIS Intervention

EHES/EHIS Music Teacher

EHMS Language Arts

EHHS School Counselor

HCMS History/Football

Support Staff

Lena Frazier

Sheila Plunkett

Shayna Scoggins

Jolean McNatt

HCHS Attendance Secretary

HCHS Bookkeeper

Special Education Assistant

Special Education Assistant

**Resignation**

Professional

Mandy Harrison

CES Teacher

Support Staff

Bernadette Mathis

Vickie Middleton

Jennifer Buchanan

Laura Teet

Nikki Tilley

Food Service

Food Service

Food Service

Food Service

HCHS Attendance Secretary

**Retirement**

Professional

Karen Bridges

Peggy McClellan

CIS RTI

EHIS Teacher

Support Staff

**Transfers**

Professional

Bethany Powers

Mollie Chessor

Debbie Gross

CIS Teacher to CIS Library Media Specialist

CIS Teacher to CIS Interventionist

EHIS RTI to HCSS Gifted Instructor

Support Staff

**Appointment**

Professional

Support Staff

**Open Positions**

1 Secondary English Position

1 Secondary History Position

1 K-5 ELA Position

2 Secondary Math Position

4 Special Education Positions

2 Intervention Positions

1 Regular Education Assistant

1 Student Support Project AWARE

Hickman County Board of Education  
 Budget Amendment 19  
 Fund 141 - General Purpose  
 June 22, 2020

Account	Description	Debit	Credit	Justification
71100 - 128	Homebound Teachers	\$ 12,000.00		To cover line item expenses in program 71100 (Regular Instruction)
71100 - 140	Salary Supplements	3,000.00		
71100 - 201	Social Security		15,000.00	
71100 - 204	State Retirement	12,000.00		To cover line item expenses
71100 - 217	Retirement-Hybrid Stabilization		\$ 12,000.00	
71200 - 116	Teachers	5,000.00		To cover line item expenses in program 71200 (Special Education)
71200 - 163	Educational Assistants		5,000.00	
72120 - 399	Other Contracted Services	350.00		To cover line item expenses in program 72120 (Health Services)
72120 - 499	Other Supplies & Materials		350.00	
72210 - 162	Clerical Personnel	4,000.00		To cover line item expenses in program 72210 (Regular Instruction)
72210 - 161	Secretary(s)		4,000.00	
72250 - 722	Regular Instruction Equip	1,000.00		To cover line item expenses in program 72250 (Technology)
72250 - 722 - ERATE	Regular Instruction Equip		1,000.00	
72310 - 305	Audit Services	1,000.00		To cover line item expenses in program 72310 (School Board)
72310 - 320	Dues and Memberships		1,000.00	
72320 - 348	Postage	1,000.00		To cover line item expenses in program 72320 (Director of Schools)
72320 - 399	Other Contracted Services		1,000.00	
72710 - 146 - SE	Bus Drivers	3,000.04		To cover line item expenses in program 72710 (Transportation)
72710 - 105	Supervisor		0.04	
72710 - 146	Bus Drivers		3,000.00	
72710 - 450	Tires and Tubes	3,500.00		
72710 - 399	Other Contracted Services		3,500.00	
<b>TOTALS</b>		<b>\$ 45,850.04</b>	<b>\$ 45,850.04</b>	

Approved:

  
 Amy Bryant

Attest:

  
 Michelle Gilbert

Hickman County Board of Education  
 Budget Amendment 20  
 Fund 142 - Federal Programs  
 June 22, 2020

Account	Description	Debit	Credit	Justification
71200 - 204 - 901	State Retirement	\$ 13,022.00		
71200 - 210 - 901	Unemployment Compensation	2,400.00		
72220 - 204 - 901	State Retirement	9,200.00		To bring 901 in agreement with ePlan approved expenditures (06/15/2020)
72220 - 207 - 901	Medical Insurance	2,000.00		
71200 - 207 - 901	Medical Insurance		26,622.00	
72220 - 162 - 901	Clerical Personnel	43,100.00		
72220 - 161 - 901	Secretary(s)		43,100.00	
72210 - 524 - 101	In-service	508.00		To bring 101 in agreement with ePlan approved expenditures (06/15/2020)
72210 - 336 - 101	Repairs & Maintenance		508.00	
71100 - 116 - 101	Teachers	654,578.00		
71100 - 189 - 101	Other Salaries & Wages		654,578.00	
71300 163 801	Educational Assistant	508.26		To bring 801 in agreement with ePlan approved expenditures (06/22/2020)
71300 201 801	Social Security		310.50	
71300 204 801	State Retirement	299.23		
71300 207 801	Medical Insurance		500.00	
71300 730 801	Vocational Instructional Equip	72.61		
72130 524 PD 801	In-Service		69.60	
<b>TOTALS</b>		<b>\$ 725,688.10</b>	<b>\$ 725,688.10</b>	

Approved:

  
 Amy Bryant

Attest:

  
 Michelle Gilbert

Hickman County Board of Education  
 Budget Amendment 21  
 Fund 143 - Food Service  
 June 22, 2020

Account	Description	Debit	Credit	Justification
73100 - 210	Unemployment Compensation	\$ 4,500.00		
73100 - 354	Transportation- Other Than Students	2,640.00		To Cover Line Items in excess of original budgeted expenditures
73100 - 422	Food Supplies	10,000.00		
73100 - 499	Other Supplies and Materials	5,000.00		
73100 - 165	Cafeteria Personnel		21,300.00	
73100 - 201	Social Security		840.00	
<b>TOTALS</b>		<u>\$ 22,140.00</u>	<u>\$ 22,140.00</u>	

Approved:



Amy Bryant

Attest:



Michelle Gilbert

Student Discipline Hearing Authority  
2020-2021

Beth Robinson--EHHS

Cynthia Hughes--EHIS

Bryan Anglin--EHMS

Eric Cannon--CIS

Clay Chessor--HCHS

Julia Thomasson--Special Programs

Becky Malugin--Chair

Goals and Expectations for Instruction (no matter the model)  
2020-2021

Component	Deadline	What is Needed	Who is Responsible
Daily interaction with instructors	August 1, 2020	Teacher Devices Student Schedules	Principals, Brad Gilbert and Mike Elkins
Technology Integration in all content areas through Google and other technology tools  Consistent Learning Platform (Google)	August 1, 2020	Professional Learning on Google Suite  Professional Learning on Technology Tools	Katrina Davis, Misty Shelton, Principals, Teachers
All students 2-12 access to devices	September 1, 2020	Additional Chromebooks (1,000 devices)	Brad Gilbert, Mike Elkins, Principals
All teachers access to devices	September 1, 2020	Additional Devices (200 devices)	Brad Gilbert, Mike Elkins, Principals
Internet Access Expansion to parking lots and hot spots	August 1, 2020	Bus Wireless Hot Spot Grant through MLEC  Parking lot hot spot grant through HCEDA	Michelle Gilbert, Steven George, Brad Gilbert
Pacing Guides	August 1, 2020	Revision of Guides based on impact from extended closure	Teachers, Principals
Trauma-Informed Schools	August 1, 2020	School level teams trained	Jana Acy
Individualized Work Space	August 1, 2020	Materials for classrooms	Students, Teachers, Principals
Teacher, Staff, Bus Driver Training on Procedures	August 1, 2020	Principal Training in July; then redeliver to teachers	Supervisors, Teachers, Principals, Staff

Community Spread and School Operations: Determinations about infection rates and moving to any of the three phases will be done in collaboration with the local health and safety officials, using trend data including the percentage of active cases in the community, the percentage of active cases in the schools, the trends of positive cases, orders from Governor Lee, and recommendations from the Department of Health and medical community.

<a href="http://www.hickmank12.org">www.hickmank12.org</a>	Traditional Minimal Spread of COVID-19	Integrated Moderate Spread of COVID-19	Remote Substantial Spread of COVID-19
Schedule	<ul style="list-style-type: none"> <li>• Schools open for in-person learning for students and teachers</li> <li>• Virtual option available</li> <li>• Manage student transitions</li> <li>• Students participate in enrichment classes and physical education and recess</li> </ul>	<ul style="list-style-type: none"> <li>• Integrated learning plan with modified schedule to reduce capacity in school buildings</li> <li>• Assigned students in school learning in-person, assigned students learning virtually</li> </ul>	<ul style="list-style-type: none"> <li>• Remote learning plan with school buildings closed to students except as scheduled by administrators and teachers</li> <li>• Teachers and staff allowed in schools under health and safety guidelines</li> </ul>
Delivery of Learning	<ul style="list-style-type: none"> <li>• Traditional teaching methods and utilizing the Google online learning platform</li> <li>• Students participate in enrichment classes, physical education, and recess</li> <li>• Outdoor learning and play encouraged</li> </ul>	<ul style="list-style-type: none"> <li>• Traditional teaching methods for in-person learning; online learning through Google online learning platform remotely</li> <li>• Teacher support available for students through appointment at the school and remotely</li> <li>• Buses utilized for mobile hotspots in the community</li> <li>• School parking lot hot spots available for students to complete work</li> </ul>	<ul style="list-style-type: none"> <li>• Online learning through Google online learning platform remotely</li> <li>• Required student expectations of attendance and completion of assignments</li> <li>• Teacher support available for students</li> <li>• Buses utilized for mobile hotspots in the community</li> <li>• School parking lot hot spots available for students to complete work</li> </ul>
Health and Safety Measures	<ul style="list-style-type: none"> <li>• Regular cleaning and disinfection protocols for classrooms and common areas</li> <li>• Proper handwashing and coughing etiquette taught and required</li> <li>• Manage transitions</li> </ul>	<ul style="list-style-type: none"> <li>• Regular cleaning and disinfection protocols for classrooms and common areas</li> <li>• Additional disinfection of areas impacted by illness</li> <li>• Proper handwashing and coughing etiquette taught</li> </ul>	<ul style="list-style-type: none"> <li>• Regular cleaning and disinfection protocols when teachers, staff, or students are in the building</li> <li>• Cloth face coverings required when in close contact with others in</li> </ul>

	<ul style="list-style-type: none"> <li>• Limit non-essential visitors</li> <li>• Cloth face coverings optional for students and staff, but not required</li> <li>• No field trips at the beginning of the year</li> <li>• Water fountains closed; hydration stations open</li> <li>• Students with symptoms of illness placed in sick clinic to wait to be picked up</li> </ul>	<p>and required</p> <ul style="list-style-type: none"> <li>• Limited transitions for students</li> <li>• Limit non-essential visitors</li> <li>• Cloth face coverings recommended in close contact spaces, but not required</li> <li>• No field trips; only virtual</li> <li>• Water fountains closed; hydration stations open</li> <li>• Students with symptoms of illness placed in sick clinic to wait to be picked up</li> </ul>	<p>building</p>
Transportation	<ul style="list-style-type: none"> <li>• Buses run normal routes</li> <li>• Siblings/Same household sit together</li> <li>• Assigned seats on buses</li> <li>• Run at capacity</li> <li>• Face coverings recommended but not required</li> <li>• Buses will unload one at a time at schools</li> <li>• Buses cleaned with disinfectant after each route</li> <li>• If capable of using transportation other than buses, please do so to reduce capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Buses run normal routes</li> <li>• Siblings/Same household sit together</li> <li>• Assigned seats on buses</li> <li>• Run at capacity</li> <li>• Face coverings recommended but not required</li> <li>• Buses will unload one at a time at schools</li> <li>• Buses cleaned with disinfectant after each route</li> <li>• If capable of using transportation other than buses, please do so to reduce capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Buses will not run</li> </ul>
Nutrition	<ul style="list-style-type: none"> <li>• Grab and Go breakfast options to take to class upon arrival</li> <li>• Lunch scheduled and spaced in building to provide physical distance</li> <li>• Students in virtual environment must notify school regarding meals</li> </ul>	<ul style="list-style-type: none"> <li>• Grab and Go breakfast options to take to class upon arrival</li> <li>• Lunch scheduled and spaced in building to provide physical distance</li> <li>• Meals available for pick-up for students that are not learning on campus</li> </ul>	<ul style="list-style-type: none"> <li>• Meals available for pick-up</li> </ul>

Current Statistics for Hickman County (6/30/20)

Population: 25,178

10 active cases

.0004%

## District Planning 2020-2021 (All grades)

As our school system plans and prepares for the start of the 2020-2021 school year, our school system leaders will prioritize and focus the safety of our students and staff members as we make decisions knowing that there will be some health risks as we reopen our school buildings. It is vital that students in Hickman County participate in an instructional program that is effective for our families and faculty members realizing that our families depend on our schools for instructional services, meal services, and transportation while our families work during the day. Plans may change and must be able to adapt to accommodate the current health guidelines and regulations.

Consideration	Traditional	Integrated Approach	Remote
Student Assignment	Students in school	½ students in building and ½ students remote  Reduce capacity physically in school buildings	All students remote learning
Student Schedule	Normal school day as defined by TN SBOE	Normal school day as defined by TNSBOE  Remote learning students would be provided with a daily schedule	Normal school day as defined by TN SBOE with a school provided daily schedule
Teacher Schedule	Normal school day as defined by TNSBOE	Normal school day as defined by TNSBOE	Schedule that includes instructional time, planning time, and times for student feedback and assessment
Car Rider Drop-Off/Unloading	Students dropped off through the car rider line	Students dropped off in the car rider line	N/A
Transportation capacity	Normal routes. Siblings/same household will sit together  Spacing as feasible  All students assigned seats	Normal routes. Modified number of students based on attendance.	N/A
Transportation drop-off/unloading	Buses will unload one at a time at the school.	Buses will unload one at a time at the school.	N/A
Bus Disinfection	Drivers will perform cleaning after routes.	Drivers will perform cleaning after routes.	N/A
Bus Driver Training	Completed as normal	Completed virtually as	Completed virtually as

	with emphasis on distancing.	needed for some drivers and others attend in person as needed.	needed for some drivers and others attend in person as needed.
Transportation Required Drills	Complete as normal.	Complete as normal.	N/A
School Nutrition Services	Breakfast and lunch provided daily for students  Scheduled in cafeteria and throughout building to promote distancing	Breakfast and lunch provided daily for students  Scheduled in cafeteria and throughout building to promote distancing	Grab and go options available
School Nutrition Training	Training provided on site with distance provided	Training provided on site with distance provided	Training provided on site with distance provided
Visitor Protocol	Limited visitors	Limited visitors	N/A
Student Pick Up (during day)	Parent uses a communication system to speak with the office. Office verifies identification, parent signs sheet. Parent waits in the waiting area.	Parent uses a communication system to speak with the office. Office verifies identification, parent signs sheet. Parent waits in the waiting area.	N/A
Classroom Arrangement	Students provided individual work space with distance as feasible	Students provided individual work space with distance as feasible. Remote students utilize individual technology to participate in class.	
Student Belongings	Student belongings and materials stored individually	Student belongings and materials stored individually in containers	N/A
Instructional Materials	Individual instructional materials and equipment (technology devices (2-12), textbooks, calculators, manipulatives, supplies)	Individual instructional materials and equipment (technology devices (2-12), textbooks, calculators, manipulatives, supplies)	Individual instructional materials and equipment (technology devices (2-12), textbooks, calculators, manipulatives, supplies)
Transitions	Transitions scheduled; limited as feasible in schools	Teacher travels to students in grades K-5	N/A
Recess	Playgrounds open;	Playgrounds open to one	N/A

	scheduled to limit overcrowding; outside play encouraged	class at a time. Outside play encouraged	
Enrichment Classes (Grades K-5)	Teacher travels to classroom; students remain in place; outdoor learning encouraged	Teacher travels to classroom; students remain in place	Classes provided online
Physical Education	Class as usual; promote distancing	Physical activity in classroom; modified recess outside	
Social Emotional Learning	Guidance classes offered	Teacher travels to classroom; students remain in place	
Cleaning Services	Classrooms cleaned daily; common areas cleaned throughout the day; extra disinfection as need for illness	Classrooms cleaned daily; common areas cleaned throughout the day; deep cleaned on weekends	Buildings deep cleaned and disinfected during school closure.
Student Health	Parents screen students before leaving home  If student becomes sick at school, student waits in sick clinic until parent picks up from school	Parents screen students before leaving home	
Water Fountains	Water fountains closed; hydration stations open for refillable water bottles	Water fountains closed; hydration stations open for refillable water bottles	N/A
Restrooms	Scheduled with monitoring for handwashing. Handwashing posters should be posted.	Scheduled with monitoring. Handwashing posters should be posted.	N/A
Personal Protective Equipment-Staff	Masks available and provided; optional to use  Plexiglass barrier installed at front counters	Masks available and provided; encouraged to use  Plexiglass barrier installed at front counters	N/A
Personal Protective Equipment-Students	Masks are recommended for close contact spaces but not required and optional for students	Masks are encouraged but not required	N/A

# Academic Planning

## Grade Band Specific

Traditional

Instructional/Safety Consideration	PK-2	3-5	6-8	9-12
Classroom Arrangement	Individual Workspace in all classrooms with desks	Individual Workspace in all classrooms with desks	Individual work space in all classrooms with desks	Individual work space in all classrooms with desks
Instructional Materials	Needs: AR Shared Books-subscription to myON  Manipulatives  95% materials for individual student sets  1:1 devices in second grade  Teachers with device	Needs:  95% materials for individual student sets  Math manipulatives  1:1 devices complete  Teachers with device	Scientific calculators  TI-84 calculators: 120  1:1 devices complete  Teachers with device	TI-84 calculators: 700  Textbooks to avoid class sets  1:1 devices (575 needed)  Teachers with device
Lunch	School-based Scheduling to provide distance and opportunity for duty free lunch	School-based Scheduling to provide distance and opportunity for duty free lunch	School-based Scheduling to provide distance and opportunity for duty free lunch	School-based Scheduling to provide distance and opportunity for duty free lunch
Travel	No off campus field trips if under current guidelines	No off campus field trips if under current guidelines	No off campus field trips if under current guidelines	No off campus field trips if under current guidelines
Daily Schedule Considerations	Limited transitions--  Enrichment classes offered; Teachers move to classrooms  outside learning encouraged	Limited transitions--  Students will change classes for core classes  Enrichment offered; Teachers move to classrooms  outside learning encouraged	Small transitions  Enrichment offered--outside learning encouraged	Classes change;  restroom breaks scheduled
Cleaning	school-based	school-based	school-based	school-based

Schedules				
Visitor Protocols	Limited outside visitors in the school			
Vulnerable Populations	Case by case based on student needs and IEP	Case by case based on student needs and IEP	Case by case based on student needs and IEP	Case by case based on student needs and IEP
Transitions	Limited and scheduled	Limited and scheduled	Scheduled	Scheduled
Student Supplies/ Belongings	Individually stored	Individually stored	Lockers assigned	Lockers assigned
Positive Case protocol	See protocol	See protocol	See protocol	See protocol
Transportation	Buses run normal routes; normal capacity			
Teacher training on procedures	Completed during Administrative Days in August	Completed during Administrative Days in August	Completed During Administrative Days in August	Completed During Administrative Day in August
PPE	Protective equipment not required but optional for teacher and student use	Protective equipment not required but optional for teacher and student use	Protective equipment not required but optional for teacher and student use	Protective equipment not required but optional for teacher and student use

## Remote Learning

Instructional/Safety Consideration	PK-2	3-5	6-8	9-12
Instructional Materials	Individual Device with Internet			
Student Schedule	Built to include standards course work, foundational skills, and support services	Built to include standards coursework and support services	Built to include standards coursework and support services	Built to include standards coursework and support services
Teacher Schedule	Self-Contained Teaching and Support Services  Office Hours for communication and individual feedback	Self-Contained Teaching and Support Services  Office Hours for communication and individual feedback	Department Based Teaching and Support Services  Office Hours for communication and individual feedback	Department Based Teaching and Support Services  Office Hours for communication and individual feedback
Planning Expectations	Teacher Present in Building at Times to meet with Leaders and Plan  PLC Planning with Other Remote Learning Teachers	Teacher Present in Building at Times to meet with Leaders and Plan  PLC Planning with Other Remote Learning Teachers	Teacher Present in Building at Times to meet with Leaders and Plan  PLC Planning with Other Remote Learning Teachers	Teacher Present in Building at Times to meet with Leaders and Plan  PLC Planning with Other Remote Learning Teachers
Classroom Environment	Establish conduct guidelines for online learning  Establish guidelines for submitting work samples  Establish guidelines for assessment	Establish conduct guidelines for online learning  Establish guidelines for submitting work samples  Establish guidelines for assessment	Establish conduct guidelines for online learning  Establish guidelines for submitting work samples  Establish guidelines for assessment	Establish conduct guidelines for online learning  Establish guidelines for submitting work samples  Establish guidelines for assessment
Program Eligibility	Medically Vulnerable  Homebound	Medically Vulnerable  Homebound	Medically Vulnerable  Homebound	Medically Vulnerable  Homebound

	Students Others on Case by Case through application			
Family/Student Expectations	Contract to include expectations for:  Attendance Participation Remediation if students struggle Family support and training on platforms and tools as required and needed Implications for not meeting guidelines	Contract to include expectations for:  Attendance Participation Remediation if students struggle Family support and training on platforms and tools as required and needed Implications for not meeting guidelines	Contract to include expectations for:  Attendance Participation Remediation if students struggle Family support and training on platforms and tools as required and needed Implications for not meeting guidelines	Contract to include expectations for:  Attendance Participation Remediation if students struggle Family support and training on platforms and tools as required and needed Implications for not meeting guidelines
Instructional Expectations	Lesson Planning  Teacher Examples of Instruction Rubric in Virtual Environment  Feedback on submitted student work  Grades/progress reported weekly in Skyward	Lesson Planning  Teacher Examples of Instruction Rubric in Virtual Environment  Feedback on submitted student work  Grades/progress reported weekly in Skyward	Lesson Planning  Teacher Examples of Instruction Rubric in Virtual Environment  Feedback on submitted student work  Grades/progress reported weekly in Skyward	Lesson Planning  Teacher Examples of Instruction Rubric in Virtual Environment  Feedback on submitted student work  Grades/progress reported weekly in Skyward
Professional Learning	Teacher Support for Virtual Environment Crosswalk  Leader Support for Virtual Environment  Training on Platforms (Google, Edmentum)	Teacher Support for Virtual Environment Crosswalk  Leader Support for Virtual Environment  Training on Platforms (Google, Edmentum)	Teacher Support for Virtual Environment Crosswalk  Leader Support for Virtual Environment  Training on Platforms (Google, Edmentum)	Teacher Support for Virtual Environment Crosswalk  Leader Support for Virtual Environment  Training on Platforms (Google, Edmentum)
Teacher Absences	Use Sick/Personal/Professional Leave	Use Sick/Personal/Professional Leave	Use Sick/Personal/Professional Leave	Use Sick/Personal/Professional Leave

	Recorded sessions prepared to use when the teacher will be absent  Students can participate with another group if available	Recorded sessions prepared to use when the teacher will be absent  Students can participate with another group if available	Recorded sessions prepared to use when the teacher will be absent  Students can participate with another group if available	Recorded sessions prepared to use when the teacher will be absent  Students can participate with another group if available
Extracurricular Activities	Students enrolled in Hickman County Schools would be allowed to participate in extracurricular activities provided their reason for attending in a remote setting was not related to a health-related reason that would impact their safety.	Students enrolled in Hickman County Schools would be allowed to participate in extracurricular activities provided their reason for attending in a remote setting was not related to a health-related reason that would impact their safety.	Students enrolled in Hickman County Schools would be allowed to participate in extracurricular activities provided their reason for attending in a remote setting was not related to a health-related reason that would impact their safety.	Students enrolled in Hickman County Schools would be allowed to participate in extracurricular activities provided their reason for attending in a remote setting was not related to a health-related reason that would impact their safety.
Teacher Evaluation	Conducted as required	Conducted as required	Conducted as required	Conducted as required
Progress Monitoring	Grades communicated weekly to parents	Grades entered weekly in Skyward so parents can access parent portal	Grades entered weekly in Skyward so parents can access parent portal	Grades entered weekly in Skyward so parents can access parent portal

Integrated Approach

Instructional/Safety Consideration	PK-2	3-5	6-8	9-12
Instructional delivery flexibility if schools have to close short term	2-week contingency plan per grading period to be available as needed  content downloaded on flash drives/grade	2-week contingency plan per grading period to be available as needed  content downloaded on flash drives/grade	2-week contingency plan per grading period to be available as needed  content downloaded on flash drives/grade	2-week contingency plan per grading period to be available as needed  content downloaded on flash drives/grade
Instructional delivery flexibility if some students attend remotely and on-site	Instructional Packets  Foundational Skills on Video	Google Meet  Submit work through Google or through email	Google Meet/Zoom  Submit work through Google	Google Meet/Zoom  Submit work through Google
Instructional Schedules	Provided for students with guidelines for times			
Teacher Schedules	Remote Office Hours; Teacher Schedules Submitted			
Professional Learning	Support on Remote Learning Expectations  Foundational Skills through technology  Technology Integration	Support on Remote Learning Expectations  Technology Integration	Support on Remote Learning Expectations  Technology Integration	Support on Remote Learning Expectations  Technology Integration
Communication/Feedback Expectations	Daily instruction and feedback between family and teacher	Daily instruction and feedback between family and teacher	Daily instruction and feedback between family and teacher	Daily instruction and feedback between family and teacher
Instructional Materials	Online materials prepared and ready; printed materials ready	Online materials prepared and ready; printed materials ready	Online materials prepared and ready; printed materials ready	Online materials prepared and ready; printed materials ready

Progress Monitoring	Grades/Progress communicated to parents weekly	Grades entered weekly into Skyward so parents can access Parent Portal	Grades entered weekly into Skyward so parents can access Parent Portal	Grades entered weekly into Skyward so parents can access Parent Portal
School nutrition	Grab and Go Option for remote students	Grab and Go Option for remote students	Grab and Go Option for remote students	Grab and Go Option for remote students

Hickman County

Updated Protocols

## **Medical Terminology Used in Protocols**

**Fever:** defined as 100.4 or higher

**Exposed to Covid-19:** A person that meets one of the following:

- **Being within 6 feet of someone that tested positive for longer than 10 minutes**
- **living in the same household with someone that tested positive**
- **caring for someone that tested positive for Covid-19**
- **being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)**

**Positive Result:** a lab-confirmed positive test for Covid-19

**Symptomatic:** exhibiting symptoms of illness including fever, cough, shortness of breath, new loss of taste or smell, chills, muscle pain, headache, sore throat, nausea, diarrhea

**Asymptomatic:** not exhibiting physical symptoms of illness

**Contact Tracing:** Listing people that have been in close contact with someone who has tested positive for Covid-19.

## **Return to School for Students or Staff with COVID-19 Symptoms or Exposure**

*The most recent Tennessee Department of Health guidance will be used to determine when a student may return to school or a staff member may return to work. The guidance below is based on information obtained on June 26, 2020.*

If a student or staff member is **confirmed positive** for the Covid-19 virus a return to school is permitted only after:

- 10 calendar days have passed since the date of testing **and**
- Student or staff member is feeling well and with no fever without the aid of fever reducing medicine for three days.

If a student or staff member **exhibits symptoms** such as unexplained fever (100.4 or above) or unknown cough a return to school is permitted only after:

- Student or staff member is feeling well and with no fever without the aid of fever reducing medicine for three days **or**
- A negative (FDA approved) Covid-19 test issued by the local health department or medical provider **or**
  - A release from a medical doctor

If a student or staff member has been **informed through contact tracing** they have been in close contact with a confirmed Covid-19 patient, the student or staff member should not return to school/work until

- Student or staff member is feeling well and with no fever without the aid of fever reducing medicine for three days **or**
- A negative (FDA approved) Covid-19 test issued by the local health department or medical provider **or**
  - A release from a medical doctor

***Students or staff members who do not feel well or exhibit any symptoms related to the Covid-19 virus, should stay at home and not come to school.***

# Covid-19

## Self-Assessment Questions

*Please assist us in stopping the spread of the Covid-19 virus. Use the following questions to make a self - assessment of your health, daily before your arrival to school:*

- Have you experienced any fever in the past three days?
  - Are you experiencing any symptoms of the Covid-19 virus such as a dry cough or a loss of taste and smell?
  - Have you been exposed to anyone who has been positively diagnosed with COVID-19?
  - Have you yourself currently been diagnosed with active COVID-19?
  - Have you traveled within the last 30 days to any country or urban center considered high-risk by the Centers for Disease Control?

*If you have answered "YES" to any of these questions please do not enter the school building. Call the Tennessee Corona Virus Hotline (877-877-2945) or the Hickman County Health Department (931-729-3516) to learn how you should respond. The Tennessee's Coronavirus Public Information Lines are open from 10 a.m. to 8 p.m., CDT Monday – Friday and 10 a.m. to 4 p.m., Saturday and Sunday at **833-556-2476** or **877-857-2945**.*

## **Symptoms of the COVID 19 Virus**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
  - Cough
- Shortness of breath or difficulty breathing
  - Fatigue
- Muscle or body aches
  - Headache
- New loss of taste or smell
  - Sore throat
- Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### **When to Seek Emergency Medical Attention**

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
  - New confusion
- Inability to wake or stay awake
  - Bluish lips or face

\*This list is not all inclusive. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

# How to Protect Yourself From COVID 19

## 1. Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person:
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## 2. Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## 3. Avoid close contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk.

## 4. Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

## 5. Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## 6. Clean and disinfect

- Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work

## 7. Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen

What to Expect If You Were Possibly Exposed to COVID19

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CloseContactGuidance.pdf>

What to Expect After Being Diagnosed with COVID19

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/CaseGuidance.pdf>

What to Expect After Being Tested for COVID19

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/TestedGuidance.pdf>

What to Do If Your Test Results Are Negative

<https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/what-to-do-if-you-test-negative.pdf>

Until further notice the following Visitor to Schools Procedure will be used by all schools.  
6/23/2020

1. All outside entrances should include information to direct all visitors to the designated main entrance.
2. All exterior doors should remain locked. The staff will communicate with anyone who approaches using the communication system in the waiting areas.
3. Each school will arrange for a drop off and pick up location outside of the main doorway in the waiting areas to allow for any exchange of materials or packages.
4. Only essential visitors will be allowed to enter school buildings. Prior to admitting, staff must verify screening questions for COVID-19.
5. Any essential visitor who enters the building would be subject to the Raptor Visitor Management Procedure.
6. Any issues should be reported immediately to the school administration and to the School Resource Officer

**School:**

**Remote/Alternative Credit Application**

\_\_\_\_\_

last name                      first name                      M.I.      grade                      date of birth

\_\_\_\_\_

street address                      city                      zip code

\_\_\_\_\_

parent/guardian name                      phone—best number to reach                      phone—another number

**Courses needed (student—please complete this or ask your counselor for help):**

Course Needed	Semester 1 or 2?	Which allowability under policy 4.209?
1.		
2.		
3.		
4.		

Guidance Counselor signature \_\_\_\_\_ Date \_\_\_\_\_

**Alternative Course Contract**

As a virtual course student, I \_\_\_\_\_ have been informed that all work must be completed and done on a computer in a self-paced online program. I also understand and acknowledge I have read the administrative guidelines for Hickman County Board of Education policy 4.209 and the terms of the Acceptable Use Policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2020-2021 School Breakfast and Lunch Prices

---Proposal---

### Breakfast

Increase from \$1.00 to \$1.50 for all schools

### Lunch

Increase from \$1.75 to \$2.25 for Elementary and Intermediate

Increase from \$2.00 to \$2.50 for Middle and High

**Recommendations for Tenure**

**July 2020**

**(Required: Names Read Aloud and Voted upon by Board of Education)**

**Craig Shelton**

**Jennifer Lange**

**Approved: \_\_\_\_\_**

**Director of Schools**

The recommendation for the out of county tuition rate for the 2020-2021 school year is for it to remain the same as in previous years, which is \$1,000 per year.

## MEMORANDUM OF UNDERSTANDING

### For the Use of Centerville Municipal Golf Course between

### Hickman County Schools, TN and Town of Centerville

This Memorandum of Understanding (MOU) is between the School Board of the County of Hickman, and the Town of Centerville on behalf of the Centerville Municipal Golf Course, for the use of the golf course facilities by the golf athletic programs at the following schools: East Hickman Middle School, Hickman County Middle School, East Hickman High School, and Hickman County High School.

#### **I. Responsibilities of the Hickman County Board of Education:**

The Hickman County Board of Education shall provide:

1. An annual fee of \$8,000.00 payable to the Centerville Municipal Golf Course, due by June 30, 2021.
2. Communicate clearly and consistently with the Golf Course Superintendent regarding the scheduling of practices and matches for the golf teams for each school.
3. Students in grades 6-8 will be asked to pay no more than a \$5.00 fee for each use of the golf course facilities for scheduled practices and matches. Up to ten (10) players will be allowed to use the course facilities free of charge.
4. Students in grades 9-12 that participate on the golf team will be responsible for paying the fee approved by the Centerville Municipal Golf Course for each use of the golf course facilities or purchase a junior or family pass for the use of the Centerville Municipal Golf Course facilities.

#### **II. Responsibilities of the Town of Centerville:**

The Town of Centerville shall provide:

1. Use of the facilities at Centerville Municipal Golf Course including the course, clubhouse restrooms, and practice areas during scheduled practices and matches. The golf course will be unavailable for use by the school teams on Thursday and Friday of each week. The range and practice green will be available for school team use on Thursday of each week.
2. Up to ten (10) students in grades 6-8 that participate on the middle school golf teams will be allowed to use the golf course facilities without charge during scheduled practices and matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school. Outside of the schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school, players will be responsible for paying the fee approved by the Centerville Municipal Golf Course or purchase a junior or family pass for use of the Centerville Municipal Golf Course facilities. Player counts over ten (10) will be required to pay a \$5.00 fee to use the facilities.

3. Closure of the golf course for afternoon golf matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.
4. Labor and setup of the golf course for golf matches that are hosted by each school on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

**III. General Terms and Conditions**

The agreed upon fee of \$8,000.00, will be paid in a one-time installment, due by no later than June 30, 2020. This signed agreement will remain in effect, with no additional fees to be assessed to the Hickman County Board of Education, or one of its schools listed in the MOU for use of the Centerville Municipal Golf Course and will be reviewed annually.

Any amendments to this Memorandum of Understanding shall be submitted to each party in writing and approved by each party in writing. The parties hereto have executed this Memorandum of Understanding as of June 4, 2020.

**READ CAREFULLY BEFORE SIGNING**

\_\_\_\_\_ Centerville Municipal Golf Course Superintendent

\_\_\_\_\_ Town of Centerville Mayor

\_\_\_\_\_ Hickman County Board of Education Chair

\_\_\_\_\_ Hickman County Director of Schools



East Hickman Elementary School will not have any fees for the upcoming 2020-2021 school year.

Leigha Coble, Principal

**East Hickman Intermediate School**



*Marcy Tidwell, Principal*  
*Cyndi Hughes, Assistant Principal*

East Hickman Intermediate School will not request any fees for the 2020-21 school year.

Sincerely,

Marcy Tidwell

Bryan Anglin  
Principal

Rose Korte  
Assistant Principal



EAST HICKMAN MIDDLE SCHOOL  
9414 EAST EAGLE DRIVE  
LYLES TN 37098  
931-670-4237

June 25, 2020

Mrs. Gilbert,

East Hickman Middle School will require the following fees for the 2020-2021 school year:

- A. Reward Trips; usually less than \$15; voluntary; assistance is available for students who need it.
- B. Athletics: All athletes are responsible for their specific types of shoes. Football has a fee of \$75 to offset equipment and food. Cheerleaders are responsible for \$400 in equipment (uniform, shoes, bags, etc.) Golf has a \$5.00 fee per member for each use of the Centerville Municipal Golf Course.
- C. Jr. Beta has membership fees of \$15 per year.

Respectfully,

A handwritten signature in black ink that reads "Bryan Anglin". The signature is written in a cursive, flowing style.

Bryan Anglin  
Principal  
East Hickman Middle School

## East Hickman High School Fees 2020/2021

1. **Parking Fee** - \$5.00

2. **Graduation**

- Cap and Gown - \$35.00 (may vary depending on Balfour's prices) Balfour provides limited number of free caps and gowns to those in need.
- Lack of Credits – Students who lack up to two credits may pay \$150.00 per credit to participate in graduation. Upon completion of credit a complete refund of funds is returned to the student.

3. **Club Dues**

- Varies by club – usually under \$20.00
- Voluntary participation

4. **Reward Trips**

- Varies by trip
- Usually under \$20.00
- Voluntary participation

5. **Athletics and Band**

- Students purchase footwear
- \$200.00 Band Camp Fee for 2 weeks
- Cheerleading – shoes, warm-ups, camp wear, squad classes, accessories

6. **Credit Recovery.**

- A. Students having to complete credit recovery will be required to pay \$50.00 per course.



# CENTERVILLE ELEMENTARY SCHOOL

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Jennifer Hudgins, Principal  
Ave.  
(931) 729-2212

104 Mary Field  
Centerville, TN 37033

June 25, 2020

Dear Mrs. Gilbert,

Centerville Elementary School will not be requesting school fees for the 2020-2021 school year.

Sincerely,

Jennifer Hudgins



**Centerville Intermediate School**

— 110 Mary Field Avenue  
Centerville, TN 37033



**Phone 931-729-2748**

**Fax 931-729-5497**

**Principal, Eric Cannon**

**Assistant Principal, Bethany Ring**

June 29th, 2020

To Michelle Gilbert and Hickman County Board Members,

Centerville Intermediate School will not be requesting school fees for the 2020-2021 school year.

Sincerely,

A handwritten signature in cursive script that reads "Eric Cannon".

Eric Cannon

# Hickman County Middle School

*Principal*  
**Tina S. Thigpen**

*Assistant Principal*  
**Ron Puckett**



HICKMANK12.ORG

1639 Bulldog Boulevard  
Centerville, TN 37033

Phone: 931-729-4234  
Fax: 931-729-5688

June 22, 2020

Hickman County Middle School will require the following student fees for the 2020-2021 school year:

## 1. Reward Trips

- Academic Reward Trips are offered three times a year. Participation is voluntary and the cost usually runs less than \$20 for each trip. Assistance is provided for families in need.

## 2. Athletics

- Golf, Basketball, Football, Volleyball, Soccer, Cross Country, Baseball and Softball: students are responsible for their own footwear.
- Golf: Outside of the schedule agreed upon between the Golf Course Superintendent and our Golf Coach, players will be responsible for paying \$5.00 for each use (over 10 uses).
- Cheerleading: New cheerleaders are charged no more than \$300 for a new uniform, and shoes. Assistance is provided if needed.

## 3. Clubs

- Beta Club: attends the Beta Convention each year at the Opryland Hotel in November. The cost for this year's trip is yet to be determined. The club will raise funds to keep fees low, and this trip is optional.
- Art Club: \$10 for supplies. Assistance is provided if needed.

Sincerely,

A handwritten signature in black ink that reads "Tina S. Thigpen".

Tina S. Thigpen

# Hickman County High School

Kevin D. Eady, Principal Julie M. Rice, Assistant Principal

1645 Bulldog Boulevard · Centerville, Tennessee 37033

Telephone 931-729-2616 Fax 931-729-2925

HCHS - Fees Requested - 2020- 2021

## 1. **Parking Fee** - \$5.00

## 2. **Graduation**

- > Cap and Gown - \$35 (may depend on Balfour's prices)
- > Balfour provides a limited number of free caps and gowns for those in need. > Lack of Credits  
- Students who lack up to two credits may pay \$150 per credit to participate in graduation. Refunds are issued when credits are recovered.

## 3. **Club dues**

- > Varies by club > Usually under \$20
  - > Voluntary participation

## 4. **Reward Trips**

- > Varies by trip > Usually under \$15 > Voluntary participation

## **Various classes require students to purchase materials**

- > This falls under the fee waiver system >

Theater - Actual costs of scripts >

Art I - \$14; Art II- \$100; Art III- \$12 (various supplies)

Biology 1 - \$10 (lab supplies), Biology 11 - \$15 (covers dissections), Anatomy - \$25 >  
Accounting - \$25 (covers practice sets)

Computer Applications - \$5 (ink and paper)

- > Cosmetology - \$100 - (covers supplies and labs)
- > Family and Consumer Science - \$5 (cooking supplies)
- > Nutrition and Food - \$10 (cooking supplies)
- > Child Development - \$5 (class supplies)

Athletics and Band > Students purchase footwear / Shirt and Camp Fees - \$75

> Tennis players purchase uniforms > Students are responsible for camp fees > Track meet fees - \$25

# Hickman County Board of Education

Descriptor Term: <b>Graduation Requirements</b>	Descriptor Code: <b>4.605</b>	Issued Date: <b>05/04/20</b>
	Rescinds: <b>4.605</b>	Issued: <b>12/02/19</b>

## 1 *General*

2 The program of studies shall include areas required by the State Board of Education.

3 Before high school graduation, every student shall:<sup>1</sup>

- 4 1. Achieve the specified ~~twenty-eight~~ <sup>four 24</sup> (28) units of credit;
- 5 2. Have satisfactory records of attendance and conduct;
- 6 3. Take the ACT or SAT prior to graduation;<sup>2</sup> and
- 7 4. Pass a United States civics test.<sup>3</sup>

8 Students achieving the minimum twenty-two credits will be awarded a state diploma. In order to receive  
9 a Hickman County diploma, students shall obtain ~~twenty-eight~~ <sup>four</sup> credits.

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

11 Special education students who earn the prescribed ~~twenty-eight~~ <sup>four 24</sup> (28) credit minimum shall be awarded  
12 a regular high school diploma.

### 13 *Special Education Diploma*

14 A special education diploma shall be awarded to students who have not met the requirements for a regular  
15 high school diploma,<sup>5</sup> but have:

- 16 1. Completed four (4) years of high school;
- 17 2. Made satisfactory progress on their IEP; and
- 18 3. Maintained satisfactory records of attendance and conduct.

### 19 *Occupational Diploma*

20 Special education students who do not meet the requirements for a regular high school diploma may be  
21 awarded an occupational diploma if the student has:<sup>1,4</sup>

- 22 1. Completed at least four (4) years of high school;
- 23 2. Made satisfactory progress on their IEP;
- 24 3. Maintained satisfactory records of attendance and conduct;
- 25 4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment  
26 (SKEMA); and
- 27 5. Has two (2) years of paid or non-paid work experience.

1 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10<sup>th</sup> grade  
2 year or two (2) academic years prior to the expected graduation date.

3 Students who have received a special education diploma or an occupational diploma shall continue to  
4 make progress towards a regular high school diploma until the end of the school year in which they turn  
5 twenty-two (22) years old.

#### 6 *Alternate Academic Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be  
8 awarded an alternate academic diploma if the student has:<sup>4</sup>

- 9 1. Completed at least four (4) years of high school;
- 10 2. Participated in the high school alternate assessments;
- 11 3. Earned the prescribed twenty-two (22) credit minimum;
- 12 4. Made satisfactory progress on their IEP;
- 13 5. Maintained satisfactory records of attendance and conduct; and
- 14 6. Completed a transition assessment that measures postsecondary education and training,  
15 employment, independent living, and community involvement.

#### 16 **STUDENT LOAD**

17 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum  
18 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal  
19 this requirement to the director of schools and then to the board.<sup>6</sup>

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

21 High school students shall be permitted to complete an early graduation program. Students intending to  
22 graduate early shall inform the school principal of this intent prior to the beginning of 9<sup>th</sup> grade or as  
23 soon thereafter as the intent is known.

24 In order to graduate early, students must meet the following requirements:

- 25 1. Earn the required eighteen (18) credits;
- 26 2. Achieve a benchmark score for each required end-of-course exam;
- 27 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 28 4. Meet the minimum ACT or SAT benchmark score;
- 29 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 30 6. Complete at least two (2) types of the following courses:
  - 31 a. AP;
  - 32 b. IB;
  - 33 c. Dual enrollment; or
  - 34 d. Dual credit.

35 The director of schools shall develop administrative procedures to ensure that the early graduation  
36 program is conducted in accordance with state law.

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**Legal References**

1. TCA 49-6-6001; State Board of Education Policy 2.103
2. TCA 49-6-6001(b); State Board of Education Policy 2.103
3. TCA 49-6-408; Public Acts of 2019, Chapter No. 442;  
State Board of Education Policy 2.103
4. TRR/MS 0520-01-03-.06(1)(a); State Board of Education  
Policy 2.103
5. TCA 49-6-6005; State Board of Education Policy 2.103
6. TRR/MS 0520-01-03-.06(1)(a)(7)
7. TCA 49-6-8303; State Board of Education Policy 2.103

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**Cross References**

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

# Hickman County Board of Education

Descriptor Term: <b>Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>11/05/18</b>
	Rescinds: <b>6.304</b>	Issued: <b>07/11/16</b>

1 The Hickman County Board of Education has determined that a safe, civil, and supportive environment  
2 in school is necessary for students to learn and achieve high academic standards. In order to maintain  
3 that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other  
4 victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

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

12 Building administrators are responsible for educating and training their respective staff and students as  
13 to the definition and recognition of violations of this policy.

## 14 **DEFINITIONS**

15 *Bullying/Intimidation/Harassment* - An act that substantially interferes with a student's educational  
16 benefits, opportunities, or performance, and the act has the effect of:

- 17 • Physically harming a student or damaging a student's property;
- 18 • Knowingly placing a student or students in reasonable fear of physical harm to the student or  
19 damage to the student's property;
- 20 • Causing emotional distress to a student or students; or
- 21 • Creating a hostile educational environment.

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

25 *Cyber-bullying* - A form of bullying undertaken through the use of electronic devices. Electronic  
26 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication  
27 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake  
28 profiles.

29 *Hazing* - An intentional or reckless act by a student or group of students that is directed against any  
30 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces

1 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other  
2 employees of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>3</sup>

3 “Hazing” does not include customary athletic events or similar contest or competitions and is limited  
4 to those actions taken and situations created in connection with initiation into or affiliation with any  
5 organization.<sup>2</sup>

## 6 COMPLAINTS AND INVESTIGATIONS

7 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall  
8 promptly report such information to the principal/designee.<sup>6</sup>

9 Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher,  
10 counselor or building administrator.<sup>3</sup> All school employees are required to report alleged violations of  
11 this policy to the principal/designee. All other members of the school community, including students,  
12 parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

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

18 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
19 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight  
20 (48) hours of receipt of the report.<sup>4</sup> If a report is not initiated within forty-eight (48) hours, the  
21 principal/designee shall provide the director of schools with appropriate documentation detailing the  
22 reasons why the investigation was not initiated within the required timeframe.<sup>4</sup>

23 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of  
24 discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall  
25 provide information on district counseling and support services. Students involved in an act of  
26 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the  
27 appropriate school counselor by the principal/designee when deemed necessary.<sup>1,4</sup>

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

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

36 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
37 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
38 intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>4</sup> If the

1 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the  
2 principal/designee shall provide the director of schools with appropriate documentation detailing the  
3 reasons why the investigation has not been completed or the appropriate intervention has not taken  
4 place.<sup>4,5</sup>

## 5 **RESPONSE AND PREVENTION**

6 School administrators shall consider the nature and circumstances of the incident, the age of the  
7 violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as  
8 appropriate to properly respond to each situation.

9 A substantiated charge against an employee shall result in disciplinary action up to and including  
10 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
11 to and including suspension.

12 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal  
13 Rights Coordinator or Director of Schools. Any student disciplined for violation of this policy may  
14 appeal the decision in accordance with disciplinary policies and procedures.

## 15 **REPORTS**

16 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat  
17 of physical harm to a student or a student's property, the principal/designee of each middle school,  
18 junior high school, or high school shall report the findings and any disciplinary actions taken to the  
19 director of schools and the chair of the board of education.

20 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying  
21 cases brought to the attention of school officials during the prior academic year. The report shall also  
22 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
23 presented to the board of education at its regular July meeting, and it shall be submitted to the state  
24 department of education by August 1.

25 The director of schools shall develop forms and procedures to ensure compliance with the  
26 requirements of this policy and TCA 49-6-1016.<sup>6</sup>

## 27 **RETALIATION AND FALSE ACCUSATIONS**

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

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

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Legal References

1. TCA 49-6-4503
2. TCA 49-2-120
3. 20 USCA §§ 1681 to 1686
4. TCA 49-6-4503(c)(2)(B)
5. 20 USCA § 1232g
6. TCA 49-6-4503

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Cross References

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Staff-Student Relations 5.610  
Student Goals 6.100  
Student Complaints and Grievances 6.305  
Discipline Procedures 6.313  
Child Abuse and Neglect 6.409  
Student Suicide Prevention 6.415

\* New

Policy

\*

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Title IX &amp; Sexual Harassment</b>	Descriptor Code: <b>6.3041</b>	Issued Date:
		Rescinds:	Issued:

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment  
3 and discrimination on the basis of sex are prohibited.<sup>1</sup> This policy shall cover employees, employees'  
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,  
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with  
6 federal law. This policy shall be disseminated annually to all school staff, students, and  
7 parent(s)/guardian(s).<sup>2</sup> The Title IX Coordinator as well as any personnel chosen to facilitate the  
8 grievance process shall not have a conflict of interest against any party of the complaint.<sup>3</sup> These  
9 individuals shall receive training as to how to promptly and equitably resolve student and employee  
10 complaints.<sup>3</sup>

11 All employees shall receive training on complying with this policy and federal law.<sup>4</sup>

12 **TITLE IX COORDINATOR<sup>5</sup>**

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of  
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and  
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 **Title:**

18 **Mailing address:**

19 **Phone number:**

20 **Email:**

21 **DEFINITIONS<sup>4</sup>**

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual  
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute  
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:<sup>3</sup>

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or  
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and  
5 objectively offensive that it effectively denies a person equal access to the education program  
6 or activity; or
- 7 3. Sexual assault,<sup>6</sup> dating violence,<sup>7</sup> domestic violence,<sup>8</sup> or stalking<sup>9</sup> as defined in state and federal  
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the  
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered  
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited  
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that  
36 maintaining such confidentiality would not impair the ability of the school district to provide the  
37 supportive measures.

## 38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the  
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.<sup>10</sup>

10 While the school district will respect the confidentiality of the complainant and the respondent as much  
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall  
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of  
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance  
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any  
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's  
17 placement shall not be changed.<sup>11</sup> If the respondent is an employee, he/she may be placed on  
18 administrative leave during the pendency of the grievance process.<sup>12</sup> The Title IX Coordinator shall  
19 keep the Director of Schools informed of any employee respondents so that he/she can make any  
20 necessary reports to the State Board of Education in compliance with state law.<sup>13</sup>

## 21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall  
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy  
24 requires a complainant to either report or file a formal complaint within a certain timeframe. If the  
25 complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate  
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:<sup>14</sup>

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give  
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting  
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,  
2 shall be provided to both parties simultaneously.<sup>15</sup>

### 3 **Investigations**<sup>16</sup>

4 **[NOTE: While the Title IX Coordinator may serve as the investigator, the investigator, decision-**  
5 **maker, and the entity that hears appeals must all be separate persons/entities. If the Title IX**  
6 **Coordinator serves as the investigator in your district, modify the language accordingly.]**

7 The **[insert title of employee]** shall serve as the investigator and be responsible for investigating  
8 complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The  
9 burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the  
10 school district and not the complainant or respondent.

11 Once a complaint is received, the Investigator shall initiate an investigation within forty-eight (48)  
12 hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the  
13 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the  
14 reasons why the investigation was not initiated within the required timeframe.

15 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial  
16 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall  
17 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the  
18 investigation has not been completed.

19 All investigations shall:

- 20 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 21
- 22 2. Not restrict the ability of either party to discuss the allegations under investigation or gather  
23 and present relevant evidence;
- 24
- 25 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that  
26 seek disclosure of information protected under a legally recognized privilege unless such  
27 privilege has been waived;<sup>17</sup>
- 28
- 29 4. Provide the parties with the same opportunities to have others present during any grievance  
30 proceeding;
- 31
- 32 5. Provide to parties whose participation is requested written notice of the date, time, location,  
33 participants, and purpose of all investigative interviews, or other meetings, with sufficient time  
34 for the party to prepare to participate;
- 35
- 36 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to  
37 the allegations in the formal complaint; and
- 38
- 39 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
- 40

- 1 a. Prior to the completion of the investigative report, the investigator shall send to each  
2 party the evidence subject to inspection and review. All parties shall have at least ten  
3 (10) days to submit a written response which shall be taken into consideration in  
4 creating the final report.

5 Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>18</sup> the Title IX  
6 Coordinator shall keep the complainant and the respondent informed of the status of the investigation  
7 process. At the close of the investigation, a written final report on the investigation will be delivered to  
8 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the  
9 Director of Schools.

#### 10 **Determination of Responsibility**<sup>19</sup>

11 The respondent is presumed not responsible for the alleged conduct until a determination regarding  
12 responsibility is made at the conclusion of the grievance process.<sup>20</sup> The [insert either the  
13 preponderance of the evidence standard OR the clear and convincing evidence standard] shall  
14 be used in making this determination.<sup>21</sup>

15 [Insert title of employee] shall act as the decision-maker. He/she shall receive the final report of the  
16 investigation and allow each party the opportunity to submit written questions that he/she wants asked  
17 of any party or witness prior to the determining responsibility.

18 The decision-maker shall make a determination regarding responsibility and provide the written  
19 determination to the parties simultaneously along with information about how to file an appeal.

20 A substantiated charge against a student may result in corrective or disciplinary action up to and  
21 including expulsion. A substantiated charge against an employee shall result in disciplinary action up  
22 to and including termination.

23 After a determination of responsibility is made, the Title IX Coordinator shall work with the  
24 complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall  
25 also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

#### 26 **APPEALS**<sup>22</sup>

27 Either party may appeal from a determination of responsibility based on a procedural irregularity that  
28 affected the outcome, new evidence that was not reasonably available at the time of the determination  
29 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator  
30 or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX  
31 Coordinator within ten (10) days of a determination of responsibility.

32 Upon receipt of an appeal, the Title IX Coordinator shall:

- 33 1. Assign an impartial hearing officer [or insert other entity that may hear the appeal] within  
34 five (5) days of receipt of the appeal; and  
35
- 36 2. Notify the parties in writing.

1 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written  
 2 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing  
 3 the result of the appeal and the rationale for the result. The written decision shall be provided  
 4 simultaneously to both parties.

## 5 **RETALIATION**<sup>23</sup>

6 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to  
 7 participate in any investigation of an act alleged in this policy is prohibited.

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### Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

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### Cross References

Section 504 and ADA Grievance Procedures 1.802  
 Discrimination/Harassment of Employees (Sexual, Racial,  
 Ethnic, Religious) 5.500  
 Staff-Student Relations 5.610  
 Code of Conduct 6.300  
 Student Discrimination, Harassment, Bullying, Cyber-  
 bullying, and Intimidation 6.304  
 Child Abuse and Neglect 6.409

Replace with updated model  
policy

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Student Concerns, Complaints and Grievances</b>	Descriptor Code: <b>6.305</b>	Issued Date: <b>11/05/18</b>
		Rescinds: <b>6.305</b>	Issued: <b>08/02/99</b>

1 **STUDENT CONCERNS AND COMPLAINTS**

2 Decisions made by school personnel — such as assistants, teachers, or assistant principals — which  
3 students believe are unfair or in violation of pertinent policies of the Board or individual school rules  
4 may be appealed to the school principal or a designated representative. To appeal, students will contact  
5 the principal's office in their school and provide their name, the issue and the reason for their appeal on  
6 a printed form available at the school office within two days. The appeal will usually be decided  
7 confidentially and promptly, preferably within five (5) school days.

8 However, if the principal does not make a decision within five (5) school days following the date of  
9 complaint, students or parents may appeal at that time by contacting the director of schools/designee at  
10 the central office. The information provided should include the student's name, the school and a  
11 description of the problem.

12 An investigation and decision will be made within two (2) school days and communicated to the school  
13 principal and student by telephone. A written copy of the decision also will be sent to the student and  
14 the principal.

15 **DISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES**

16 *Filing a Complaint* — Any student of this school district who wishes to file a discrimination/harassment  
17 grievance against another student or an employee of the district may file a written or oral (recorded, if  
18 possible) complaint with a complaint manager.<sup>1</sup> Students may also report an allegation of  
19 discrimination/harassment to any teacher or other adult employed in the school who shall inform a  
20 complaint manager of the allegation. The complaint should include the following information:

- 21 Identity of the alleged victim and person accused;  
22 Location, date, time and circumstances surrounding the alleged incident;  
23 Description of what happened;  
24 Identity of witnesses; and  
25 Any other evidence available.

26 *Investigation* — Within twenty-four hours of receiving the student's complaint, the complaint manager  
27 shall notify the complaining student's parent/guardian and the principal who shall inform the director of  
28 schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a  
29 non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview  
30 shall take place within five (5) days from the time the complaint was first made. If no parent/guardian  
31 attends the interview, another adult, mutually agreed upon by the student and the complaint manager,

1 shall attend and may serve as the student's advocate. After a complete investigation, if the allegations  
2 are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The  
3 complaint and identity of the complainant will not be disclosed except (1) as required by law or this  
4 policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complainant. A  
5 school representative will meet with and advise the complainant regarding the findings, and whether  
6 corrective measures and/or disciplinary action were taken. The investigation and response to the  
7 complainant will be completed within thirty (30) school days. Copies of the report will be sent to the  
8 student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the  
9 complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director  
10 of schools shall keep the Board informed of all complaints.

11 *Decision and Appeal* — If the complainant is not in agreement with the findings of fact as reported by  
12 the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The  
13 director of schools will review the investigation, make any corrective action deemed necessary and  
14 provide a written response to the complainant. If the complainant is not in agreement with the director  
15 of schools' findings of fact, appeal may be made to the Board of Education within five (5) work days.  
16 The Board shall, within thirty (30) days from the date the appeal was received, review the investigation  
17 and the actions of the director of schools and may support, amend or overturn the actions based upon  
18 review and report their decision in writing to the complainant.

## 19 APPOINTING COMPLAINT MANAGERS

20 The director of schools shall appoint at least two complaint managers, one of each gender for each school.  
21 The Federal Rights Coordinator may serve as a complaint manager. The director of schools shall insert  
22 into this policy the names, addresses and telephone numbers of current complaint managers. (*see note*)

23 This policy shall be published in the parent/student handbook distributed annually to every student.  
24 Building administrators are responsible for educating and training their respective staff and students as  
25 to the definition and recognition of discrimination/harassment.

26 (*Note: Title IX regulations require districts to identify the name, address and telephone number of the*  
27 *person who is responsible for coordinating the district's compliance efforts. A policy should not be*  
28 *adopted with a person's name in it; rather, the identifying information can be added and amended as*  
29 *necessary.*

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### Legal References

1. Title IX, Education Amendment of 1972, 20  
U.S.C. §1681, et seq.

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### Cross References

Appeals To & Appearances Before the Board 1.404  
Basic Program 4.201  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304

# Model Policy

Click here to choose a school board.			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Student Concerns</b>	Descriptor Code: <b>6.305</b>	Issued Date:
		Rescinds:	Issued:

Decisions made by school personnel, such as aides, teachers, or assistant principals, which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal/designee. To appeal, students shall contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two (2) days. The appeal shall be decided confidentially and promptly, preferably within 5 school days.

However, if the principal does not make a decision within 5 school days, students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision shall be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

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#### Cross References

Appeals To & Appearances Before the Board 1.404  
Instructional Program 4.100  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041



**Misty Shelton**  
*Director of Accountability*  
Hickman County Schools  
115 Murphree Avenue  
Centerville, Tennessee 37033

To: School Board Members  
From: Misty Shelton  
Date: July 2020

**1st Reading:**

**4.605- Graduation Requirements-** both high schools are proposing reduction for units of credit from 28-24. See attached policy

**6.304- Student Discrimination, Harrassment, Bullying, Cyber-Bullying and Intimidation-** TSBA has updated this policy for clarity. (Waive 2nd reading to disseminate in August)

**6.3041- Title IX & Sexual Harrasment- NEW POLICY-** The new policy has been created to align with updated Title IX regulations.

View Title IX Regulations Addressing Sexual Harassment by [clicking here](#).

**6.305- Student Concerns, Complaints and Grievances-** TSBA recommends replacing with model policy because it is more condensed and focused on responding to general student complaints, rather than creating a formal grievance process

View information on the different evidentiary standards that the Board must choose between by [clicking here](#).

**Up for Review:**

- 5.100- Personal Goals
- 5.101- Line and Staff Relations
- 5.102- Personnel Classification and Qualifications
- 5.103- Job Descriptions
- 5.104- Equal Opportunity Employment
- 5.105- Recruitment
- 5.1051- Job Sharing Guidelines
- 5.106- Application and Employment
- 5.108- Supervision
- 5.109- Evaluation
- 5.110- Compensation Guides and Contracts

**Thank you in advance for your careful consideration of these policies.**

931-729-3391 ext. 2226

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# Hickman County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personnel Goals</b>	Descriptor Code: <b>5.100</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.100</b>	Issued: <b>08/02/99</b>

1 The general purpose of the administration shall be to coordinate and supervise, under Board policies, the  
2 creation and operation of an environment in which students learn most effectively. The Board shall rely  
3 on the director of schools to provide the professional administrative leadership.

4 The Board of Education shall clearly specify its requirements and expectations of the director of schools,  
5 then holding the director of schools accountable by evaluating how well those requirements and  
6 expectations have been met. In turn, the director of schools shall clearly specify requirements and  
7 expectations for all administrators who report to him, then holding each accountable by evaluating how  
8 well requirement and expectations have been met.

9 Major goals of administration will be:

- 10 1. To manage the system's various resources effectively and efficiently;
- 11
- 12 2. To provide professional advice and counsel to the Board and to advisory groups established  
13 by Board action; and
- 14
- 15 3. To assure effective learning programs by:  
16
  - 17 a. Keeping abreast of current educational developments;
  - 18 b. Arranging for staff development;
  - 19 c. Coordinating efforts to improve learning programs, facilities, equipment, and materials;  
20 and
  - 21 d. Providing access to the decision-making process to staff, students, parents, and others.

22 The Board recognizes that high morale in the teaching staff is essential if education of the finest  
23 quality is to prevail for the pupils of the school system. Teaching is a profession, and the interest of  
24 the educational program is best served when mutual understanding, cooperation and communication  
25 exist among the Board, the administration, and the instructional staff.

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Cross References

School District Goals 1.700

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <h2 style="text-align: center;">Line and Staff Relations</h2>	Descriptor Code: <b>5.101</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.101</b>	Issued: <b>08/02/99</b>

- 1 The director of schools shall establish lines of authority which shall be approved by the Board and
- 2 shown on the system organization chart.
  
- 3 All personnel are expected to keep the person to whom they are immediately responsible informed of
- 4 their activities and shall refer matters requiring administrative action to the administrator to whom they
- 5 are responsible. That administrator shall refer such matters to the next higher administrative authority
- 6 when necessary.
  
- 7 All personnel shall have the right to appeal any decision made by an administrative officer through
- 8 grievance procedures established through board policy.
  
- 9 Lines of authority do not restrict the cooperative, sensible working together of all staff members at all
- 10 levels. The established lines of authority represent direction of authority and responsibility and
- 11 avenues for a two-way flow of ideas to improve the program and operations of the school system.

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Cross References

Assignment/Transfer 5.115  
 Complaints and Grievances 5.501

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Classification and Qualifications</b>	Descriptor Code: <b>5.102</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.102</b>	Issued: <b>07/12/04</b>

## 1 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

2 All administrative and supervisory positions in the school system are established initially by the Board,  
3 by state law, or State Board Rule, Regulations, and Minimum Standards.

4 To be considered for certificated administrative or supervisory positions, the applicant must show the  
5 following qualifications:

- 6 1. Professional teaching certification; and  
7
- 8 2. Administrative or supervisory certification and experience in accordance with state law and  
9 State Board Rules and Regulations in the appropriate area based on the minimum of a  
10 master's degree.

11 Non-certified administrative and supervisory personnel shall possess sufficient training and experience  
12 to perform the services required and such additional qualifications as the Board and director shall  
13 determine.

## 14 PROFESSIONAL PERSONNEL

15 The professional staff members are the personnel whose employment status requires certification in  
16 accordance with the rules and regulations of the State Board of Education. <sup>1</sup>

17 It is the responsibility of the employee to secure a certificate and to maintain its validity and for  
18 registering it with the Board. Teaching contracts are automatically invalid if a certificate is allowed to  
19 lapse.

## 20 SUPPORT PERSONNEL

21 The non-certificated staff members are personnel whose regular employment does not require  
22 certification in accordance with rules and regulations of the State Department of Education. Non-  
23 certificated personnel include the following employees: bookkeepers, secretaries, clerks, maintenance  
24 employees, custodial employees, cafeteria employees, teacher assistants and bus personnel.

## 25 FULL TIME EMPLOYMENT

26 Full time employment is defined as working a minimum of thirty hours per week for a minimum of  
27 thirty-six weeks. Benefits are not available to part time employees except as recommended by the  
28 director and approved by the Board.

# Hickman County Board of Education

Monitoring: <b>Review: Annually,                  in February</b>	Descriptor Term: <h2 style="text-align: center;">Job Descriptions</h2>	Descriptor Code: <b>5.103</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.103</b>	Issued: <b>08/02/99</b>

- 1 The Board will approve the broad purpose and function of the position in accord with state laws and
- 2 state regulations, approve a statement of duties as recommended by the director of schools, and
- 3 delegate to the director of schools the task or writing, or causing to be written, a job description for the
- 4 position.
  
- 5 A copy of each job description shall be provided to the employee, the immediate supervisor and
- 6 included in the employee's personnel record. A copy of all job descriptions shall be maintained in the
- 7 director of schools' office. Copies of position description shall be made available to the public upon
- 8 request. Job descriptions shall be used as guides in annual employee evaluations.
  
- 9 The director of schools shall maintain a comprehensive, coordinated set of job descriptions for all such
- 10 positions so as to promote efficiency and economy in the staff's operations.

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Cross References

- Supervision 5.108
- Evaluation 5.109
- Assignment/Transfer 5.115
- Qualifications and Duties of the Director of Schools 5.802

# Hickman County Board of Education

Monitoring: <b>Review: Annually,                  in February</b>	Descriptor Term: <b>Equal Opportunity Employment</b>	Descriptor Code: <b>5.104</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.104</b>	Issued: <b>08/02/99</b>

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be
- 2 afforded equally to members of all races, creeds, colors, sexes, religions, ages, national origins, and
- 3 individuals with disabilities or veteran status with regard only for qualifications for the positions
- 4 involved.<sup>1</sup>

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Legal References

1. U.S. Constitution, Amendment XIV; Title VII, Civil Rights Act of 1964; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Age Discrimination Act of 1967; Section 504 of the Rehabilitation Act of 1973; and 42 USCA § 12101-12213

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Cross References

- Section 504 & ADA Grievance Procedures 1.802  
 Discrimination/Harassment of Employees 5.500  
 Complaints and Grievances 5.501

# Hickman County Board of Education

Monitoring: <b>Review: Annually,                  in February</b>	Descriptor Term: <h2 style="text-align: center;">Recruitment of Employees</h2>	Descriptor Code: <b>5.105</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.105</b>	Issued/ <b>08/02/99</b>

- 1 The authorization of all school system positions rests with the Board. Personnel employment shall be
- 2 within the discretion of the director of schools.<sup>1</sup>
  
- 3 The director of schools is responsible for the development of a program for the recruitment of licensed
- 4 personnel.<sup>2</sup>
  
- 5 Identification of personnel needs shall be the responsibility of the director of schools, supervisors, and
- 6 building principal. Effort shall be made to include representation of academic and professional
- 7 experience, age, ethnic backgrounds, race, and sex.
  
- 8 Vacancies will be advertised locally and through the closest placement offices. A deadline for
- 9 receiving applications will be established and disseminated with the vacancy notice.

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Legal References

1. TCA 49-2-301(b)(1)(EE); TCA 49-2-203(a)(1)
2. TRR/MS 0520-01-02-.14

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Cross References

- Equal Opportunity Employment 5.104  
 Assignment/Transfer 5.115  
 Staff Positions 5.116

# Hickman County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term:  <b>Job-Sharing Guidelines</b>	Descriptor Code: <b>5.1051</b>	IssuedDate: <b>04/02/18</b>
		Rescinds: <b>5.1051</b>	Issued: <b>08/02/99</b>

## 1 **BENEFITS**

2 State regulations do not allow a part-time employee to participate in the state insurance scheme. All  
3 employees must work at least 30 hours a week in order to qualify for insurance benefits. Teachers who  
4 job share will not meet this criteria.

## 5 **REQUIRED ATTENDANCE**

6 Each teacher will be paid for 100 days of work even though their attendance may be required for  
7 additional time.

8 Each teacher will attend all required in-service days and both parent-teacher conferences. A  
9 principal/supervisor may assign other days for required attendance outside of the scheduled paid days  
10 if it is deemed in the best interest of the student, teacher, school, and/or the system. Each will  
11 complete six (6) hours of optional in-service education.

## 12 **PERMISSION FROM BOARD**

13 Teachers must submit a proposal letter to the Board outlining their reasons for requesting job sharing.  
14 This request will be accompanied by an outline of anticipated shared duties and responsibilities which  
15 must be approved by the Board.

## 16 **APPROVAL PROCESS**

17 Job sharing for each team will be on a year-to-year approval basis by the Board. Request for  
18 continuation of job sharing for the next school year must be submitted in writing by the June meeting  
19 of the Board.

## 20 **RESIGNATIONS**

21 If one of the job sharing team members resigns during the year, the remaining teacher must agree to  
22 work full time for the remainder of the school year if a suitable replacement cannot be found.

## 23 **REPLACEMENT TEACHER**

24 A teacher who is hired to fill the full-time position vacated by a tenured job-sharing teacher will do so  
25 with the knowledge that the position is for one year only.

1 **TENURE**

2 A non-tenured teacher will receive half-a-year's credit toward tenure for each year of job sharing.

3 **CAREER LADDER**

4 Career Ladder teachers will receive half of the state supplement.

5 **RETIREMENT**

6 Each teacher will receive one-half year's service credit toward retirement with the Tennessee  
7 Consolidated Retirement System.

8 **LICENSURE**

9 An apprentice teacher must work 100 days (based on payroll records) to be eligible to receive a year's  
10 credit toward the next license level. The principal will be required to evaluate each teacher according  
11 to state regulations for full-time teachers in order for the teacher to advance to the next license.

12 **HICKMAN COUNTY PAY SCHEDULE**

	<b>Regular</b>	<b>Job Sharing</b>
13		
14		
15	180	90
16	5	2 1/2
17	10	5
18	5	2 1/2
19	_____	_____
20	200 days	100 days

21

22 *Each teacher will receive one personal and five sick days per school year. State regulations require*  
23 *one month of work for one sick day, and one hundred days for one personal day. Each teacher will*  
24 *work five months or 100 days and thereby qualify for these days.*

# Hickman County Board of Education

	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>08/06/18</b>
		Rescinds: <b>5.106</b>	Issued: <b>04/02/18</b>

## 1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed  
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require  
4 criminal history background checks and fingerprinting of applicants for teaching positions and any  
5 other positions that require proximity to children.<sup>1</sup> If applying for a teaching position, the Director of  
6 Schools shall also check the applicant's license status in the State Board of Education's database to  
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.<sup>2</sup>

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall  
9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for  
10 prosecution.<sup>3</sup>

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the  
12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.<sup>4</sup>

### 13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along  
15 with references from persons such as previous employers, college professors, and supervisors of  
16 student teachers. Other information shall include whether such applicant has been dismissed for cause  
17 from a school system.<sup>5</sup> If previously employed by a local board of education, the applicant shall  
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach from the State Board of Education;<sup>6</sup>
- 21 2. Who has been identified by the Department of Children's Services as a perpetrator of child  
22 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate  
23 threat to the health, safety, or welfare of children;<sup>7</sup>
- 24 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
25 of Health;<sup>7</sup>
- 26 4. Who does not present a physician's certificate showing a satisfactory health record or has any  
27 contagious or communicable disease in such form that might endanger the health of school  
28 children;<sup>8</sup>
- 29 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of  
30 Tennessee and of the United States of America;<sup>9</sup>
- 31 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
32 employment for cause; or

1 7. Who does not receive a satisfactory background check.<sup>10</sup>

2 *Support Employees*

3 No person shall be employed:

4 1. Who has any contagious or communicable disease in such form that might endanger the health  
5 of the children;<sup>8</sup>

6 2. Who has been identified by the Department of Children's Services as a perpetrator of child  
7 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate  
8 threat to the health, safety, or welfare of children;<sup>7</sup>

9 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department  
10 of Health;<sup>7</sup>

11 4. Who has not complied with the Immigration Reform and Control Act of 1986;<sup>11</sup>

12 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from  
13 employment for cause; or

14 6. Who does not receive a satisfactory background check.<sup>10</sup>

15 **EMPLOYMENT**

16 *Professional Employees*

17 After checking references and receiving written recommendations, the Director of Schools shall hire  
18 and assign qualified applicants.

19 *Initial Employment*

20 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and  
21 conditions of employment. Upon receipt of employment notification, such person shall have fourteen  
22 (14) days to accept or reject, in writing, the offered employment.<sup>1</sup> From the date of the written  
23 acceptance, such person is considered to be under employment with the system and is subject to all  
24 rights, privileges, and duties.

25 *Support Employees*

26 After checking references and receiving written recommendations from principals and/or supervisors,  
27 the Director of Schools shall hire and assign qualified applicants.

---

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406 (a)(2)(A)
4. TCA 49-5-413(c)
5. Public Acts of 2018, Chapter No. 938
6. TCA 49-5-403; TCA 49-5-101
7. TCA 49-5-413(e)
8. TCA 49-5-404; TRR/MS 0520-01-03-.08(2)(f)
9. TCA 49-5-405
10. Public Acts of 2018, Chapter No. 1006
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

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Cross References

Orientation and Probation 5.107  
Compensation Guides & Contracts 5.110  
Background Investigations 5.118  
Recommendations and File Transfers 5.203  
Qualifications and Duties of the Director of Schools 5.802

# Hickman County Board of Education

Monitoring: <b>Review: Annually,                  in February</b>	Descriptor Term: <h2 style="margin: 0;">Supervision</h2>	Descriptor Code: <b>5.108</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.108</b>	Issued: <b>05/05/03</b>

- 1 Supervision of administrative and supervisory personnel shall be provided by the director of schools.
- 2 Apprentice teachers shall be assisted by supervising teachers in the development of competencies
- 3 required by the Board.<sup>1</sup>
- 4 Professional supervision has two major purposes: to promote and insure the coordination, quality and
- 5 continuity necessary for the operation of a good school system and to provide staff members with
- 6 assistance designed to improve their job performance.
- 7 Supervision is provided from the building level in the person of the principal and from the system level
- 8 through the supervisory staff and the office of the director of schools.
- 9 Support personnel shall be supervised by the person designated on the approved job description.
- 10 The immediate supervisor and director of schools' office share the responsibility for providing
- 11 desirable orientation experience for newly hired employees. Periodic training sessions may be
- 12 provided for employees or employee groups as deemed necessary.
- 13 The immediate supervisor has the responsibility of assigning specific duties and for giving guidance to
- 14 the employee for the satisfactory performance of those duties.

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Legal References

1. TCA 49-6-3004(c)(2)

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Cross References

- Nepotism 1.108  
 Drug-Free Workplace 1.804  
 Job Descriptions 5.103  
 Staff Positions 5.116

# Hickman County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term:  <h2 style="text-align: center;">Evaluation</h2>	Descriptor Code: <b>5.109</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.109</b>	Issued: <b>12/05/11</b>

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the  
2 part of the director of schools and administrative and supervisory personnel.

3 The Board shall use a state-approved model for evaluating administrative and supervisory personnel  
4 and shall approve standard forms to be used in evaluating support personnel.

5 The director of schools is responsible for ensuring that all administrative and supervisory personnel are  
6 evaluated annually.

7 **LICENSED TEACHING PERSONNEL**

8 The Board adopts the TEAM evaluation model. The director shall draft procedures to ensure that the  
9 model is implemented throughout the school system. Additionally, the director shall provide  
10 information to all licensed teaching personnel regarding the nature of the evaluation and the grievance  
11 procedures prescribed by the Tennessee State Board of Education.<sup>1</sup>

12 *Local Level Grievance Procedure*

13 The director of schools shall develop procedures, consistent with State law, for processing evaluation  
14 grievances.<sup>2</sup>

15 **NON-LICENSED PERSONNEL**

16 Non-licensed administrative/support personnel shall be evaluated once during the evaluation period  
17 and at least one (1) additional time following successful completion of the probation period during the  
18 first year of employment. Support personnel employed for more than one (1) year shall be evaluated at  
19 least once a year.

20 Evaluations shall be used as an aid in improving an employee's performance and as a basis for  
21 continuing employment. Evaluation reports shall be discussed with the evaluated employee. Each  
22 employee shall be given a copy of the evaluation and shall sign the supervisor's copy as evidence it has  
23 been discussed.

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Legal References

1. TRR/MS 0520-02-.01-.01; TRR/MS 0520-02-01-.02
2. TRR/MS 0520-02-.01-.01(4)

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Cross References

- Evaluations of Instructional Programs 4.702  
Job Descriptions 5.103  
Orientation and Probation 5.107

# Hickman County Board of Education

Monitoring: <b>Review: Annually,                  in February</b>	Descriptor Term: <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.110</b>	Issued Date: <b>04/02/18</b>
		Rescinds: <b>5.110</b>	Issued: <b>08/02/99</b>

1 All licensed personnel must make a written contract with the Board at a fixed salary per month before  
 2 entering upon their duties.<sup>1</sup>

3 The director of schools shall establish the salary rating of each person employed and shall recommend  
 4 such salary rating to the Board for its approval.<sup>2</sup>

5 Salaries of all employees, including substitute and supplemental pay, shall be paid by the Board. No  
 6 payment to any employee for service performed on behalf of the school system shall be made from any  
 7 source other than the Board.

8 Contracts for administrators and system-wide professional personnel shall include two-hundred (200)  
 9 days of responsibility, plus twenty (20) days for each additional month assigned by the Board. Each  
 10 contract shall provide:<sup>3</sup>

- 11       1.     A minimum of one hundred and eighty (180) working days;
- 12       2.     A minimum of five (5) days for in-service education;
- 13       3.     Ten (10) annual days; and
- 14       4.     Five (5) days as designated by the Board. (Teachers shall use one (1) day for parent  
 15           teacher conferences.)

16 The school calendar adopted by the Board each year shall become part of each employee’s contract.

17 Salaries and supplements may be paid from revenue derived from sources other than taxes, provided  
 18 the revenue is deposited with and salaries paid through the Board. This includes donations or  
 19 contributions from individual, civic or other non-school related sources of funds from individual  
 20 school activity funds, such as gate receipts and concessions.<sup>1,4</sup>

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Legal References

- 1. TCA 49-2-203(a)(1); TCA 49-5-408
- 2. TCA 49-5-402
- 3. TCA 49-6-3004
- 4. TCA 49-6-2006(a)

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Cross References

- School Calendar 1.800
- Revenues 2.400
- Payroll Procedures 2.802
- Salary Deductions 2.803
- Application and Employment 5.106

**COPY**

Invitation to Bid

The Hickman County Finance Office is accepting bids "Concrete Pouring at Schools" for 2020-2021.  
This is a **Re-Bid**.

Specifications can be found at [www.hickmank12.org/request-for-proposal](http://www.hickmank12.org/request-for-proposal) or available by calling 931-729-3391 Ext. 3.

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Re-bid Concrete Pouring At Schools".

Bids will be opened on Monday, June 22, 2020 at 11:30 a.m. in the Finance Office.

The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities that would prevent the acceptance of a better bid.

Lee Adcock Construction Co, Inc.

John B. Anderson Jr.

Please see attached bids

Present Penny Mayberry  
Amanda Turner

BID APPROVAL

Re-Bid

ITEM FOR BID: Concrete Pouring 2020-2021

DATE OF OPENING: 6/22/20

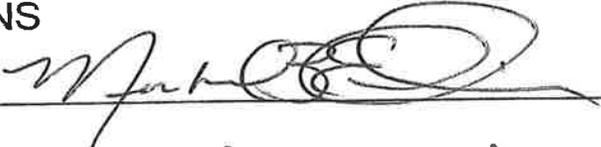
TIME OF OPENING: 11:30 Am

PLACE OF OPENING: Finance Office

SPECIFICATIONS: www.hickman12.org/request-for-proposal

DEPARTMENT HEAD: Wille Plumlett (AB)

BUSINESS OPERATIONS

OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: Michelle Helvert

FINANCE APPROVAL: \_\_\_\_\_

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*President Penny Mayberry*

*Lee Adcock Construction Co. Inc.*

*John B. Anderson Jr.*

*Please see attached bids*

Part B

**BID FORM/ FILL in below and attach to bid documents**

SPECS: Concrete Pouring at Schools

Scope: This bid is a one year bid price for Flat work forming, pouring, finishing and all materials and labor to be included in the per square foot bid. Bid may specify a sur-charge for delivery in addition to cost per square or linear foot in event it is less than full truck load of concrete.

**All bidders must comply with TCA 49-5-406** regarding no prior felons, or prior sex offenders may work on school properties and all workers must be random drug tested yearly, and bidders must submit a letter affidavit that they are in compliance to this requirement. Meeting all Federal, State, and local laws.

**Bidders must maintain and attach the following:**

**1 million dollar Liability insurance certificate, Workers compensation insurance certificate, and a TN business license or TN contractor license for concrete work.**

**Square foot rate is to include the following:**

Excavation of dirt of not less than 8 inches, with 4 inches compacted  $\frac{3}{4}$  stone rock or pug mix, and formed and finished to level surfaces to not cause trip or mower hazards. All surrounding disturbed areas, rock, debris to be clean up and seed and straw to a finished look. Concrete finishing to be smooth troweled or broom finish as specified for the specific job. Flat work is to have wire, expansion joints sawed in, and when need rebar. All Concrete to be 4500 psi unless otherwise specified.

**Bid this work on this form and attach paper documents to bid.**

FLAT WORK BY Square foot \$ \_\_\_\_\_

REBAR IF NEEDED \$ \_\_\_\_\_

SUR CHARGE FOR POURS LESS THAN TRUCK LOAD: \$ \_\_\_\_\_

Ditch paving is to be excavated, formed, and to be level to grade as to not cause trip hazards and or mower damages. All disturbed areas are to be cleaned up free of rocks and finished grade, seeded and straw covered, upon completion of work. All concrete to be 4500 PSI unless otherwise specified.

Ditch paving ***by linear foot:***

3 ft. width \$ \_\_\_\_\_

4 ft. width \$ \_\_\_\_\_

6 ft. width \$ \_\_\_\_\_

Curbing repair/ pouring: 18 inch width by 12 inch height

\$ \_\_\_\_\_ linear foot price

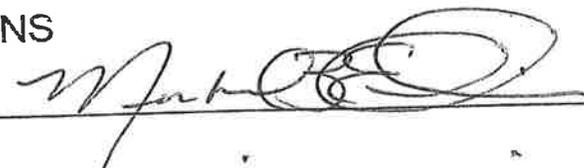


BID APPROVAL

Re-Bid  
ITEM FOR BID: Concrete Pouring 2020-2021  
DATE OF OPENING: 6/22/20  
TIME OF OPENING: 11:30 AM  
PLACE OF OPENING: Finance Office  
SPECIFICATIONS: www.hickman12.org/request-for-proposal

DEPARTMENT HEAD: Michelle Plumlett (DB)

BUSINESS OPERATIONS

OFFICER APPROVAL: 

DIRECTOR'S APPROVAL: Michelle Plumlett

FINANCE APPROVAL: \_\_\_\_\_

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Excavation of dirt of not less than 8 inches, with 4 inches compacted ¾ stone rock or pug mix, and formed and finished to level surfaces to not cause trip or mower hazards. All surrounding disturbed areas, rock, debris to be clean up and seed and straw to a finished look. Concrete finishing to be smooth troweled or broom finish as specified for the specific job. Flat work is to have wire, expansion joints sawed in, and when need rebar. All Concrete to be 4500 psi unless otherwise specified.

**Bid this work on this form and attach paper documents to bid.**

FLAT WORK BY Square foot \$ 6.50

REBAR IF NEEDED \$ 10.00 30 foot Price

SUR CHARGE FOR POURS LESS THAN TRUCK LOAD: \$ 300.00

Ditch paving is to be excavated, formed, and to be level to grade as to not cause trip hazards and or mower damages. All disturbed areas are to be cleaned up free of rocks and finished grade, seeded and straw covered, upon completion of work. All concrete to be 4500 PSI unless otherwise specified.

Ditch paving **by linear foot:**

3 ft. width \$ 30.00

4 ft. width \$ 40.00

6 ft. width \$ 60.00

Curbing repair/ pouring: 18 inch width by 12 inch height

\$ \_\_\_\_\_ linear foot price

Part B

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SPECS: Concrete Pouring at Schools

Scope: This bid is a one year bid price for Flat work forming, pouring, finishing and all materials and labor to be included in the per square foot bid. Bid may specify a sur-charge for delivery in addition to cost per square or linear foot in event it is less than full truck load of concrete.

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**Square foot rate is to include the following:**

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**Bid this work on this form and attach paper documents to bid.**

FLAT WORK BY Square foot \$ 21.00

REBAR IF NEEDED \$ 6.00 per LF #4

SUR CHARGE FOR POURS LESS THAN TRUCK LOAD: \$ 1800.00

Ditch paving is to be excavated, formed, and to be level to grade as to not cause trip hazards and or mower damages. All disturbed areas are to be cleaned up free of rocks and finished grade, seeded and straw covered, upon completion of work. All concrete to be 4500 PSI unless otherwise specified.

Ditch paving ***by linear foot:***

3 ft. width \$ 420.00

4 ft. width \$ 480.00

6 ft. width \$ 540.00

Curbing repair/ pouring: 18 inch width by 12 inch height

\$ 72.00 linear foot price

# State of Tennessee

BOARD FOR LICENSING CONTRACTORS

CONTRACTOR

LEE ADCOCK CONSTRUCTION CO. INC

*This is to certify that all requirements of the State of Tennessee have been met.*

ID NUMBER: 27767  
LIC STATUS: ACTIVE  
EXPIRATION DATE: January 31, 2022  
UNLIMITED; BC; BC-B; CE; CE-B; CMC; HRA-A; HRA-C; MU-A; MU-C



IN-1313  
DEPARTMENT OF  
COMMERCE AND INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HUB International Mid-South 3011 Armory Drive Suite 250 Nashville, TN 37204	CONTACT NAME: <b>Jeffrey Corvin</b> PHONE (A/C, No, Ext): <b>615 687-2918</b> E-MAIL ADDRESS: <b>jeffrey.corvin@hubinternational.com</b>	FAX (A/C, No): <b>615 687-2919</b>	
	INSURER(S) AFFORDING COVERAGE		NAIC #
<b>INSURED</b> Lee Adcock Construction Co., Inc. P. O. Box 1457 Shelbyville, TN 37162	INSURER A : National Trust Insurance Company		20141
	INSURER B : FCCI Insurance Group		10178
	INSURER C : National Trust Insurance Company		20141
	INSURER D :		
	INSURER E :		
INSURER F :			

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURERS	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CPP100051886	09/24/2019	09/24/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		CA100051887	09/24/2019	09/24/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000		UMB100051888	09/24/2019	09/24/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N / A	010WC19A78768	09/24/2019	09/24/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Leased or Rented Equipment (Short-Term)		CPP100051886	09/24/2019	09/24/2020	\$215,000 Any One Item Special Form, ACV \$2,500 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**For Insurance Verification Purposes.**

<b>CERTIFICATE HOLDER</b>  Lee Adcock Construction Co., Inc. 826 N Jefferson Street Shelbyville, TN 37160	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Cheerleaders

Proposed fundraising activities: peach sale

Purposed Uses of funds raised

Cheer supplies/equipment

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Cheerleader

Method by which school will receive profit funds from  
peach sale

Requested by Beth Copley / cheer coach Date 6-8-20  
Name/Title

Approved by [Signature] Date 6-24-20  
Principal

Approved by Michelle Helvert Date 7/2/20  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Basketball Cheerleading

Proposed fundraising activities: Peaches

Purposed Uses of funds raised Camp if can go if not  
other needs for the year

Expected student involvement (school-wide or specific school organization) Cheerleading

Method by which school will receive profit Cash only

Requested by Alison Stankey / Coach Date 6/15/20  
Name/Title

Approved by Ken D. [Signature] Date 6/18/2020  
Principal

Approved by Michelle Hilvert Date 7/1/20  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Football Cheerleading

Proposed fundraising activities: butter braids

Purposed Uses of funds raised  
homecoming, rain jackets,  
cold gear, new pom poms, travel

Expected student involvement (school-wide or specific school organization)  
Football Cheerleading

Method by which school will receive profit Cash, check

Requested by Tom Hughes / <sup>cheer</sup>coach Date 6-15-2020  
Name/Title

\* Approved by K. D. [Signature] Date 6/18/2020  
Principal

Approved by Michelle Hivert Date 7/1/2020  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.



**AMY BRYANT**  
9589 S. Lick Creek Rd., Lyles, TN 37098

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

**TIM HOBBS**  
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

**JIM HUDGINS**  
1297 E. Grinders Switch Rd., Centerville, TN 37033

**JANE HERRON**  
1222 Hwy 100., Centerville, TN 37033

**STEVE GIANAKOS**  
9792 Dogwood Dr., Bon Aqua, TN 37025

**VANCE WILLIS**  
2868 Hwy 48 N., Nunnally, TN 37137

**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

**School Support Organization  
Request For Fundraising Activities**

Organization HCHS Quarterback Club

Proposed Fundraising Activity Selling Ads for Fences + Programs

Date(s) All season

Location(s) at businesses and on Facebook Page

Requested By [Signature] 6/16/20  
President/Chair of Organization Date

Recommended By [Signature] 6/16/20  
Principal Date

Approved [Signature] 6/18/20  
Director of Schools or Designee Date

Not Approved \_\_\_\_\_  
Director of Schools or Designee Date

**\*\* A signed copy will be mailed to the organization and forwarded to the school\*\***

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Hickmanite

Proposed fundraising activities: sell Hickmanite magazine

Purposed Uses of funds raised offset cost of printing

Expected student involvement (school-wide or specific school organization) students will produce content for the magazine

Method by which school will receive profit students will sell magazines directly to the public for \$1/issue.

Requested by Melissa Istre Date 6/3/20  
Name/Title

Approved by Ken D. [Signature] Date 6/9/2020  
Principal

Approved by Michelle Hillcut Date 6/11/20  
Director of Schools\*

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Girls Soccer

Account Number \_\_\_\_\_

Proposed fundraising activities: Krispy Kreme Doughnuts

Purposed Uses of funds raised: Referee fees

Expected Student involvement (school-wide or specific school organization): Team Only

Method by which school will receive profit: Cash

Requested by: Wedell Gordon - Coach  
Name/Title

6-15-20  
Date

Approved by: Michael Brown  
Principal

6-15-20  
Date

Approved by: Michelle Hebert  
Director of Schools\*

6/22/20  
Date

\* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.