
REGULAR BOARD MEETING
Monday, July 12, 2021 7:00 PM
Room 203 Central Office

- I. Call To Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of June 7, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month
 - B. Employee of the Year
 - C. Student Recognition of EHHS Track and Field
- VII. Communications to the Board
 - A. Director's Report
 - B. Financial Report
- VIII. Items Requiring Board Action
 - A. Trip Request
 - 1. HCHS JROTC Raider National Championship
 - B. Event Requests
 - 1. HCHS Executive Student Council Homecoming Dance
 - 2. HCHS JROTC Raider Competition
 - C. Budget Amendments
 - D. Close Out Budget Amendments
 - E. CES/CIS Paving Project
 - F. 2021-2022 Centerville Municipal Golf Course MOU
 - G. Approval of ESSER 3.0 Application
 - H. 2021-2022 Student Discipline Hearing Authority
 - I. 142 Budget Literacy Grant
 - J. 2021-2022 Food Service Salary Schedules
 - K. 2021-2022 School Fees
 - L. 2021-2022 Out of County Tuition Rate
 - M. Revised Board Policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.213, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, 6.402 (1st Reading)
 - N. Board Policy 6.318
- IX. Announcements
- X. Adjourn

Monday, June 7, 2021

REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, June 7, 2021, 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, Ron Gammons, Jane Herron, and Vance Willis. Steve Gianakos and Jim Hudgins were absent from the meeting.

Chair Amy Bryant asked the group to observe a moment of silence.

Ron Gammons led the group in reciting the Pledge of Allegiance.

Jane Herron made a motion to approve the minutes from the board meeting held on Monday, May 3, 2021. Ron Gammons seconded the motion.

Monday, May 3, 2021

REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, May 3, 2021, 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, Ron Gammons, Steve Gianakos, Jane Herron, Jim Hudgins, and Vance Willis.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in reciting the Pledge of Allegiance.

Ron Gammons made a motion to approve the minutes from the board meeting held on Monday, April 5, 2021. Steve Gianakos seconded the motion.

Monday, April 5, 2021

REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, April 5, 2021, 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, Ron Gammons, Steve Gianakos, Jane Herron, Jim Hudgins, and Vance Willis.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in reciting the Pledge of Allegiance.

Ron Gammons made a motion to approve the minutes from the board meeting held on Monday, March 1, 2021. Jane Herron seconded the motion.

Steve Gianakos made a motion to amend the agenda by moving Item L. Additional Appropriation for Employees to between items B. and C. on the agenda. And to add item P.

Soccer Game During the Day on 4/21/21 during the day at 1:00 p.m. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Jane Herron made a motion to approve the amended agenda. Steve Gianakos seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, April 5, 2021, 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. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of March 1, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Ron Gammons
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Director of Schools Evaluation Instrument--Board Chair
 - D. The Bulldog Bakery--HCHS ELC Teacher
- VIII. Items Requiring Board Action
 - A. Trip Requests
 1. HCHS Girls Basketball--Coach and Students
 - B. HCHS JROTC Event Request--Sponsor and Students
 - C. Additional Appropriation for Employees--Director of Schools
 - D. Budget Amendments--Business Officer
 - E. 2021-2022 Attendance Zones--Director of Schools
 - F. CIS Job Share Request for 2021-2022--CIS Principal and K-5 Supervisor
 - G. School Security Camera Systems Bid--Technology Coordinator/Business Officer
 - H. EHES Playground Equipment Bid--Maintenance Director
 - I. EHHS Greenhouse Glass Replacement Bid--Maintenance Director
 - J. Hygiene Paper Products Bid for 2021-2022--Maintenance Director
 - K. Painting Bid for 2021-2022--Maintenance Director
 - L. Fire Alarm Monitoring/Service/Repair Bid for 2021-2022--Maintenance Director
 - M. Revised Board Policies 6.400, 6.402 (1st Reading)--Director of Accountability
 - N. Revised Board Policies 6.313, 6.316, 1.700, 4.700 (2nd Reading)--Director of Accountability
 - O. Board Policy Review - 6.400--6.4081 --Director of Accountability
 - P. Soccer Game during the Day--Steve Gianakos
- IX. Announcements
- X. Adjourn

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

Ron Gammons recognized Valerie King from East Hickman Elementary School as Employee of the Month.

Vance Willis made a motion to accept the Director's Report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to accept the financial report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant reported that feedback on the Director of Schools evaluation instrument was due by April 9, 2021.

Levi Griego presented information about the Bulldog Bakery conducted by the ELC class at Hickman County High School.

Vance Willis made a motion to approve an overnight trip for the HCHS girls basketball team to Bethel University on June 14-16, 2021. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the HCHS JROTC overnight event request to attend Adventure Camp on May 22-May 27, 2021. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve an additional employee appropriation for up to \$2,000 per licensed employee and up to \$1,500 per support staff employee as approved in ESSER 2.0 application. Tim Hobbs seconded the motion. Vance Willis declared a conflict of interest but would vote in the best interest of his constituents.

<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 7-0.

Amy Bryant made a motion to approve budget amendments 17-20. 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 7-0.

Steve Gianakos made a motion to accept the attendance zones for 2021-2022, as recommended, to stay the same. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to accept the job share proposal for Centerville Intermediate School for 2021-2022. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the school security camera systems bid award to Hischall and for the school system to negotiate with Hischall on specific cameras to purchase not to exceed \$45,000.00. Ron Gammons 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 7-0.

Steve Gianakos made a motion to award option 1 of the playground equipment to Playtopia for \$35,569.00. Vance Willis 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 7-0.

Vance Willis made a motion to approve the bid award for the replacement of the greenhouse at East Hickman High School to Waverly Glass for \$94,130.00. 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 7-0.

Amy Bryant made a motion to approve the bid award for the 2021-2022 school year hygiene paper product to American Paper and Twine. Ron Gammons 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 7-0.

Amy Bryant made a motion to approve the bid award for the 2021-2021 school years painting to Heritage Craftsman. Ron Gammons 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 7-0.

Amy Bryant made a motion to approve revised board policies 6.400 and 6.402 on first reading. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve revised board policies 6.313, 6.316, 1.700, and suspend 4.700 on second reading. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the review of board policies 6.400-6.408. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve a soccer game to be held during the school day on April 21, 2021, at EHHS at 1:00 p.m. between HCHS and EHHS. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant announced a budget work session on April 21, 2021, at 5:30 p.m. in Room 203 of the Central Office building.

The meeting was adjourned at 8:30 p.m.
On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the agenda. Vance Willis seconded the motion.
The Hickman County Board of Education will meet in regular session on Monday, May 3, 2021, at 7:00 p.m. in the library at Hickman County High School. A work session will be held at 6:00 p.m. in the HCHS Library.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of April 5, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Amy Bryant
 - B. CES Teacher of the Year--Jim Hudgins
 - C. EHES Teacher of the Year--Ron Gammons
 - D. CIS Teacher of the Year--Jane Herron
 - E. EHIS Teacher of the Year--Steve Gianakos
 - F. EHMS Teacher of the Year--Tim Hobbs
 - G. HCMS Teacher of the Year--Vance Willis
 - H. EHHS Teacher of the Year--Amy Bryant
 - I. HCHS Teacher of the Year--Jim Hudgins
 - J. District-Level Grades PreK-4 Teacher of the Year--Jane Herron
 - K. District-Level Grades 5-8 Teacher of the Year--Steve Gianakos
 - L. District-Level Grades 9-12 Teacher of the Year--Tim Hobbs
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. TSBA OPEB Trust Quarterly Statement--Board Chair
- VIII. Items Requiring Board Action
 - A. Trip Requests
 1. Tennessee FFA State Convention--EHHS Ag Instructor & Students
 - B. Out of County Tuition Rate for 2021-2022--Director of Schools
 - C. Budget Amendments--Business Officer
 - D. 2021-2022 Work Ethic Distinction Program--Director of Schools
 - E. Authorize Director of Schools to Submit Grants, Applications, Reports, Amendments, and Addenda--Director of Schools
 - F. Land Purchase--Director of Schools
 - G. Declaration of Surplus Property--Transportation Director
 - H. Fire Alarm Monitoring/Fire Alarm Service Repair & Equipment Replacement Bid--Maintenance Director
 - I. Concrete Pouring At Schools Bid--Maintenance Director
 - J. Chromebook Units & Chrome OS Management Service License Bid--Technology Coordinator
 - K. Desktop Computers & Monitors Bid--Technology Coordinator
 - L. Revised Board Policies 6.400, 6.402 (2nd Reading)--Director of Accountability
 - M. Board Policy Review 6.409--6.506 --Director of Accountability
- IX. Announcements
 - Special Called Board Meeting
 - May 10, 2021--Approve 2020-2021 Budgets
 - May 17, 2021--Budget reconsideration (if needed)

Board Retreat Date
X. Adjourn
On a voice vote, the motion was approved 7-0.

Dillon Shelby was recognized as the May Employee of the Month.

The Teachers of the Year from each school were recognized.
CES, Heather Martin, EHES, Ella Lassar, CIS, Allie Sue Hughes, EHIS, Dereck Hale, EHMS,
Bethany Ring, HCMS, Shelby Owens, EHHS, Leanna McCaleb, HCHS, Alice Anne Jacobs

The District Level Teachers of the Year were recognized.
Grades PreK-4, Heather Martin, Grades 5-8, Bethany Ring, and Grades 9-12, Leanna McCaleb

Ron Gammons made a motion to accept the Director's Report. Tim Hobbs seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: April 26, 2021
RE: May Director's Report

Leave of Absence

Professional

Shelby Hoover

April 19-May 20, 2021 (FMLA)

Support Staff

Hiring

Professional

Adam Fleming

HCHS Science (2021-2022 School Year)

Support Staff

Resignation

Professional

____ Lauren Powell

Speech-Language EHES

Support Staff

Roger Puckett

HCMS Girls Basketball Assistant

Retirement

Professional

Janie Choate

RTI EHES

Support Staff

Doris White

HCHS Guidance Office Secretary

Mike Smithson

Athletic Director HCHS

Transfers

Professional

Support Staff

Sarah Eisenhuth

Special Ed Assistant CES to HCMS

Appointment

Professional

Support Staff

Open Positions

- 1 Secondary/Personal Finance/ Economics Position
- 1 Secondary Math Position
- 2 Special Education Positions
- 1 Secondary Science Position
- 1 Alternative Learning Environment Position
- 2 Assistant Principal
- Bus Drivers
- EHMS Softball Head Coach
- HCMS Volleyball Coach
- HCMS Cheer Coach
- HCHS Volleyball Coach
- HCMS Girls Basketball Assistant Coach

* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.

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

Ron Gammons made a motion to accept the financial report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to accept the TSBA OPEB quarterly statement. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the overnight trip request for the EHHS FFA program to attend state convention in Gatlinburg, TN on June 29-30. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the out of county tuition rate of \$1,000.00 per student per year for the 2021-2022 school year. Vance Willis 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 7-0.

Ron Gammons made a motion to approve budget amendments 21-22. Jim Hudgins 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 7-0.

Amy Bryant made a motion to approve the Work Ethic Distinction Program to begin in the 2021-2022 school year. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to authorize the Director of Schools to submit grants, applications, reports, amendments, and addenda. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

No action was taken on the land purchase agenda item.

Vance Willis made a motion to accept the request to declare transportation vehicles as surplus. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the awarding of the fire alarm monitoring and repair to Gallagher and to award the suppression and extinguishers to State Systems. 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 7-0.

Steve Gianakos made a motion to award the concrete bid for the 2021-2022 school year to Anderson Concrete. 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 7-0.

Vance Willis made a motion to award the chromebook unit bid and management licenses to Riverside Technology for the 2021-2022 school year. Ron Gammons 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 7-0.

Ron Gammons made a motion to award the desktop monitors and computers bid to Systems Liquidation for the amount of \$22,685.00. Tim Hobbs 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 7-0.

Vance Willis made a motion to approve revised board policies 6.400 and 6.402 on second reading. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to mark board policies 6.409-6.506 as reviewed and updated. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

The meeting was adjourned at 7:36 p.m.

On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the minutes from the special called meeting held on Monday, May 10, 2021. Tim Hobbs seconded the motion.

Monday, May 10, 2021

SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a SPECIAL session on Monday, May 10, 2021, 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, Steve Gianakos, Jane Herron, Jim Hudgins, and Vance Willis.

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins
Vance Willis

On a roll call vote, the motion was approved 6-1.

Vance Willis made a motion to open discussion on the 2021-2022 141 General Purpose budget.
Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the 141 budget as proposed by the budget committee of the county commission. 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 failed 2-5.

Jim Hudgins made a motion to approve the 141 budget as originally prepared and 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 6-1.

Amy Bryant made a motion to approve the 2021-2022 143 Cafeteria budget. 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 7-0.

Amy Bryant announced that a special called meeting would be held in the central office on May 17, 2021, at 6:00 p.m. if needed to reconsider the 141 budget.

The meeting was adjourned at 8:16 p.m.

On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to amend the minutes from the special called board meeting on May 17, 2021, to change the vote from Tim Hobbs to "Nay" instead of "absent". Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the amended minutes from the special called board meeting on May 17, 2021. Tim Hobbs seconded the motion.

Monday, May 17, 2021

SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a SPECIAL session on Monday, May 17, 2021, 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, Steve Gianakos, and Jim Hudgins. Vance Willis attended the meeting remotely. Jane Herron was absent from the meeting.

Chair Amy Bryant asked the group to observe a moment of silence.

Chair Amy Bryant led the group in reciting the Pledge of Allegiance.

Jim Hudgins made a motion to approve the agenda. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in a special called meeting on Monday, May 17, 2021, at 6:00 p.m. in Room 203 of the Central Office Building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Action Items
 - A. Reconsideration of the 141 General Purpose budget for the 2021-2022 school year
- VI. Announcements
- VII. Adjourn

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

Jim Hudgins made a motion to approve the 2021-2022 141 budget as recommended by the budget committee from May 13, 2021.

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 5-1-0.
The meeting was adjourned at 6:23 p.m.

On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve the agenda for the June 7, 2021 meeting. Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 7, 2021, at 7:00 p.m. in Room 203 of the Board of Education Central Office. A work session will be held at 6:00 p.m. in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of May 3, 2021 Regular Board Meeting Minutes
- V. Approval of May 10, 2021 Special Called Board Meeting Minutes
- VI. Approval of May 17, 2021 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month--Vance Willis
 - B. Employee of the Year--Steve Gianakos
 - C. Friend of Education--Ron Gammons
 - D. Lifetime Transportation Award--Jim Hudgins
- IX. Communications to the Board
 - A. Director of School Evaluation--Board Chair
 - B. Board of Education Self-Evaluation--Board Chair
 - C. Director's Report--Director of Schools
 - D. Financial Report--Business Officer
 - E. Family Resource Center End of Year Report--Family Resource Center Directors
 - F. Student Recognition-Athletes Performing at State Level in Spring Sports--Director of Schools
- X. Items Requiring Board Action
 - A. Trip Requests
 1. EHHS Football--Coach and Players
 - B. Board Meeting Schedule for 2021-2022--Director of Schools
 - C. Annual Agenda 2021-2022--Director of Schools
 - D. Budget Amendments--Business Officer
 - E. Resolution to Grant Authority to Designate Reserves--Director of Schools
 - F. Grant Executive Committee Authority to Close Out Fiscal Year--Director of Schools
 - G. Authorize Director of Schools to Submit Grants, Applications, Reports, Amendments, and Addenda--Director of Schools

- H. School Paving Services for 2021-2022 Bid--Maintenance Director
- I. Metal Equipment Storage Building Bid--Maintenance Director
- J. Request for EHES Job Share--EHES Principal
- K. Approval of ESSER funded positions--Director of Schools
- L. Coaching Supplement Request--Athletic Director
- M. 2021-2022 142 Federal Budget--Director of Schools
- N. 2021-2022 Differentiated Pay Plan--Director of Schools
- O. 2021-2022 Pay Scales--Director of Schools
- P. Personnel Decisions--Director of Schools
- Q. TSSE Membership Dues and Contribution--Director of Schools
- R. Board Policy Deletion 6.401, 6.406, 6.407--Director of Accountability
- S. Board Policy Review 6.600-6.709 --Director of Accountability
- XI. Announcements
- XII. Adjourn

On a voice vote, the motion was approved 5-0.

Vance Willis recognized Hope Clark as the Employee of the Month.

Ron Gammons recognized Rob Mitchell as the Friend of Education.

Tim Hobbs recognized Jack Loveless as the recipient of the Lifetime Transportation Award.

Jane Herron made a motion to accept the Director of Schools evaluation. Vance Willis seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to accept the Board of Education self-evaluation. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to accept the Director's Report. Ron Gammons seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: May 26, 2021
RE: June Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Support Staff

Resignation

Professional

_____ Cathy Morgan	EHES teacher
<u>Support Staff</u>	
Gary Barnes	Bus Driver
Ally Piper	CES Teacher Assistant
Jessica Whimbush	CES Teacher Assistant
Retirement	
<u>Professional</u>	
Keith Boehms	EHHS Teacher
<u>Support Staff</u>	
Transfers	
<u>Professional</u>	
Crystal Litton	CIS teacher to EHES teacher
<u>Support Staff</u>	
Appointment	
<u>Professional</u>	
Shelda Qualls	CES Assistant Principal
<u>Support Staff</u>	
DJ Key	HCHS Athletic Director
Matthew Dotson	HCHS Volleyball Coach
Christie Carter	HCMS Volleyball Coach
Mollie Chessor	HCMS Cheerleading Coach
Madelyn Owens	HCMS Cheerleading Coach
Lacey Carter	HCMS Volunteer Volleyball Assistant Coach
Zach Bentley	HCMS Boys Basketball Coach

Open Positions

- 1 Secondary Personal Finance/ Economics Position
- 2 Secondary Math Positions
- 2 Special Education Positions
- 1 Speech Language Position
- 1 Alternative Learning Environment Position
- 2 Assistant Principal
- Bus Drivers
- EHMS Softball Head Coach
- HCMS Girls Basketball Assistant Coach

* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.

On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to accept the Financial Report. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to accept the Family Resource Center End-of-Year reports. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

The Board of Education recognized track and field athletes from HCHS for performance at the Spring Fling State Tournament for TSSAA.

Ron Gammons made a motion to approve the overnight trip request for EHHS Football Camp to be held at EHHS from July 18-22, 2021. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the 2021-2022 board meeting schedule. Jane Herron seconded the motion.

Hickman County Board of Education
Board Meeting Dates
2021-2022
July 12, 2021
August 2, 2021
September 9, 2021* working session only
October 4, 2021
November 1, 2021
December 6, 2021
January 3, 2022
February 7, 2022
March 7, 2022
April 4, 2022
May 2, 2022
June 6, 2022

On a voice vote, the motion was approved 5-0.

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

Hickman County Board of Education
Annual Agenda 2021-2022

July 2021

Work Session	Board Meeting
Evaluation tool completed for the Director of Schools for the 2021-2022 school year	Student Discipline Hearing Authority Designation
	Approval of School Fees

Board Policy Review	Board Policy Review
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August 2021

Work Session	Board Meeting
Board Policy Review	Board Policy Review

September 2021

Work Session	Board Meeting
Strategic Plan and Goals	

October 2021

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Election of Officers of the Board
	Compliance Report
	Textbook Certification
	Approval of School Calendar
	Honor Retirees

November 2021

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Approval of Supplement Splitting

December 2021

Work Session	Board Meeting
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January 2022

Work Session	Board Meeting
Set Date(s) for Board Retreat	
Board Policy Review	Board Policy Review

February 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2022-2023 Budget Discussion	2022-2023 Budget Calendar

March 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2022-2023 Budget Discussion	Set Attendance Zones
Evaluation Distribution	

April 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2022-2023 Budget Discussion	Textbook Adoption Approval

May 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review

	Tuition Rate Approval for Out of County Students
	Teacher Tenure
2022-2023 Budget	2022-2023 Budget (141, 142, 143)
	Authorize Superintendent to Submit Grants, Applications, Reports, Amendments, and Addenda
	Recognize Teachers of the Year

June 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Personnel Decisions and Placement
Annual Agenda	Annual Agenda
Meeting Schedule 2022-2023	Adopt Board Meeting Schedule 2022-2023
	Annual Budget 2022-2023 (if needed)
	Grant Executive Committee authority to close out fiscal year
Director of Schools Evaluation	Director of Schools Evaluation
	Recognize Employee of the Year and Friend of Education

On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve budget amendments 23-24. Jane Herron seconded the motion.

Aye _____ Nay _____ Pass _____ Absent _____

Amy Bryant
Ron Gammons

Jane Herron
Tim Hobbs

Steve Gianakos

Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-0-2.

Ron Gammons made a motion to approve Resolution 21-28. Amy Bryant 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 5-0-2.

Vance Willis made a motion to grant the executive committee the authority to close out the financial books with the finance office, including budget amendments. Tim Hobbs 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 5-0-2.

Ron Gammons made a motion to authorize the Director of Schools to submit grants, applications, reports, amendments, and addenda in closing the 2020-2021 school year and opening the 2021-2022 school year. Amy Bryant seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to approve the bid for school paving in 2021-2022 to 4-Star and the painting and stiping to Sessions. Amy Bryant 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 5-0-2.

Vance Willis made a motion to approve the construction bid of a metal storage equipment building for \$85,000.00. Jane Herron 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 5-0-2.

Amy Bryant made a motion to approve the job share requested for 2nd grade at East Hickman Elementary School. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Tim Hobbs made a motion to approve the additional positions funded through ESSER funding. Amy Bryant 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 5-0-2.

Vance Willis made a motion to approve the high school volleyball coaching supplement at 10% and an assistant coach position at %5 for both EHHS and HCHS. 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 5-0-2.

Amy Bryant made a motion to approve 142 budget placeholders for the 2021-2022 school year. Jane Herron 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 5-0-2.

Amy Bryant made a motion to approve the 2021-2022 differentiated pay plan. 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 5-0-2.

Amy Bryant made a motion to approve the salary schedules for the 2021-2022 school year. Vance Willis seconded the motion. Vance Willis, Jane Herron, and Tim Hobbs declared a conflict of interest but would vote in the interest 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 5-0-2.

Ron Gammons made a motion to approve the professional personnel decisions for the 2021-2022 school year. Tim Hobbs seconded the motion. Vance Willis, Jane Herron, and Tim Hobbs declared a conflict of interest but would vote in the interest of their constituents. On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve TSSE Membership at \$3,486.00. 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 5-0-2.

Amy Bryant made a motion to delete board policies 6.401, 6.406, 6.407 and add to the administrative procedures. Vance Willis seconded the motion. On a voice vote, the motion was approved 5-0.

Amy Bryant made a motion to approve the review of board policies 6.600-6.709. Vance Willis seconded the motion. On a voice vote, the motion was approved 5-0.

The meeting was adjourned at 8:14 p.m.

The Hickman County Board of Education will meet in regular session on Monday, July 12, 2021, at 7:00 p.m. in Room 203 of the Board of Education Central Office. A work session will be held at 6:00 p.m. in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of June 7, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Jim Hudgins
 - B. Employee of the Year--Steve Gianakos
 - C. Student Recognition of EHHS Track and Field--Tim Hobbs
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
- VIII. Items Requiring Board Action
 - A. Trip Request
 1. HCHS JROTC Raider National Championship--Instructor and Cadets
 - B. Event Requests
 1. HCHS Executive Student Council Homecoming Dance--Sponsor and Students
 2. HCHS JROTC Raider Competition--Instructor and Cadets
 - C. Budget Amendments--Business Officer
 - D. Close Out Budget Amendments--Business Officer
 - E. CES/CIS Paving Project--Maintenance Director
 - F. 2021-2022 Centerville Municipal Golf Course MOU--Director of Schools
 - G. Approval of ESSER 3.0 Application--Director of Schools
 - H. 2021-2022 Student Discipline Hearing Authority--Director of Schools
 - I. 142 Budget Literacy Grant--Business Officer
 - J. 2021-2022 Food Service Salary Schedules--Business Officer
 - K. 2021-2022 School Fees--Director of Schools
 - L. 2021-2022 Out of County Tuition Rate--Director of Schools
 - M. Revised Board Policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.213, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, 6.402 (1st Reading) --Director of Accountability
 - N. Board Policy 6.318--Director of Accountability
- IX. Announcements
- X. 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

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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: June 24, 2021
RE: July Director's Report

Leave of Absence

Professional

Shelby Owens
Angie Petty

September 13, 2021-January 3, 2022
2021-2022 School Year

Hiring

Professional

Scotty Hannah
Gavin Gordon
Emma Orton
Stephanie Hastings
Lori Isbell
Hannah Stevens
Stacey LaRue
Madelyn Owens
Scott Brown
Jay Bennett
Rachel Hudgins
Alayna Duffel

Alternative School Teacher
EHHS Physical Education
EHES Teacher
EHIS Teacher
EHIS Teacher
EHIS Teacher
CIS/CES Physical Education
CIS Teacher
HCHS Sp Ed Teacher
EHHS Personal Finance/Economics
EHES/EHIS Physical Education
EHES Teacher

Support Staff

Jenny Weber
Brian Buttrey

HCHS Guidance Secretary
HCHS ISS

Resignation

Professional

Katrina Davis
Kevin Eady
Jill Bosarge
Kassi Holloway
Jim Stone
Jessica O'Daniel
Cortnie Fitts
Hayley Sawyer

Federal Programs Director
HCHS Principal
HCHS Biology
HCMS English Language Arts
EHES Assistant Principal
EHES Teacher
EHMS Math Teacher
EHMS Math Teacher

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Robert Phillips

Emily Mobley

Julia Thomasson

Elizabeth Grover

EHMS Teacher to EHHS Teacher

CIS Teacher to CES Teacher

Special Programs to Federal Programs Director

EIS Speech to EHES Speech

Support Staff

Tina Truett

Chelsea Anglin

Sarah Eisenhuth

EHES Bookkeeper to CES Assistant

CIS Sp Ed Assistant to CES/CIS Behavior Assistant

CES Assistant to HCMS Assistant

Appointment

Professional

Rachel Hudgins

HCHS Assistant Volleyball Coach

Support Staff

Jack Harlow

EHHS Girls Basketball Coach

Open Positions

1 Secondary Personal Finance/ Economics Position

2 Secondary Math Positions

2 Special Education Positions

1 Speech Language Position

2 Assistant Principal

Bus Drivers

EHMS Softball Head Coach

HCMS Girls Basketball Assistant Coach

* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.



Hickman County Schools Board Agenda Item Request

Date: 17-May-21

Name of School: Hickman County High School

Item Requested: Trip Request (Raider Nationals)

Explanation: HCHS JROTC request permission to participate in the Raider

National Championship on 05NOV2021. Travel days will be 04 and 06 NOV 2021. The cost for

each Cadet will be \$45 per person. Travel will be by 7-passenger vans rented through the

Army's Enterprise account. Cadets will stay in hotels.

Attachments (if necessary and appropriate):

Competition Memorandum of Instruction

Trip Request

Signature of Person requesting to be placed on the agenda:

Mary Scott Kelly

Signature of Building Principal

Ken D. Enf



Hickman County Schools Trip Request

Name of School: _____ HCHS _____

Name of Club/Group: _____ JROTC _____

Trip Requested: _____ Raider Nationals _____

Purpose: _____ Competitive Event _____

Date and Time frame: _____ November 4 - 6 2021 _____

Number of Students: _____ 16 _____

Number of Chaperones: _____ 2 (Crystal Breece, Sandra McNeil) _____

Cost Associated: _____ \$45 _____

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? _____ N _____ Number of Lunches needed? _____

How will students travel? _____ 7-Passenger Vans _____

Is a transportation request attached if system transportation is needed? _____ No _____

Signature of person requesting the trip: _____ *Mary Scott Riley* _____ 1SG RILEY

Signature of Principal: _____ *Ken D. East* _____

Signature of instructional Supervisor _____

*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



**2020 ALL-SERVICE
RAIDER CHALLENGE
CHAMPIONSHIPS**
STANDING OPERATING PROCEDURES
22 JUNE 2020 - REVISION #1
<http://raider.thenationals.net>

Event Manager: Sports Network International
388 Muddy Creek Lane Ormond Beach, Florida 32174
Toll-free) 800/327-9311 / E-mail) raider@thenationals.net
<http://raider.thenationals.net>

Competition Site: Gerald I. Lawhorn Scouting Base
1166 Dripping Rock Rd. Molena, GA 30258
For all site questions, please contact SNI
<http://www.flintrivercouncil.org/sitecore/content/Council095/Camp.aspx>

NOTE: **YELLOW** areas are changes for 2020.

BLUE are Covid19 virus related changes for the safety of cadets & spectators.

1) GENERAL OVERVIEW

- a. Congratulations and thank you for preparing for the All-Service Raider Challenge Championships! This SOP will provide you with all rules & procedures needed to compete safely & effectively within the arduous events of Raider! The “Raider Challenge” is designed to provide all-service Raider talent with a fantastic opportunity to compete against many of the best all-service JROTC teams in the nation in a first-class environment. The entire Raider Nationals Weekend will be the largest gathering of Raider teams anywhere. Come for the competition and prepare to learn and grow throughout the weekend!
- b. **General entry into the Raider Nationals weekend BEGINS ANNUALLY ON 1 JUNE!** All JROTC units wishing to obtain a competition slot should register to attend ***as soon as they know they are planning to compete!*** Registration is done on-line from the event website. When the competition slots are filled, the event is full. We cannot save any slots for any school for any reason so please do not ask! Your school registration **IS NOT SOLIDIFIED** until the FEE and PPWK are completed, submitted and received by SNI – not simply registering!
- c. The Raider Challenge Championships are to be held throughout the day on Friday, **6 November 2020** at the **Gerald I. Lawhorn Scouting Base**, Molena, Georgia. The general directions & park layout for the Raider Nationals is posted on the official website for download/review, along with all other required paperwork and spectator information.
- d. The Raider Nationals weekend will maintain not only this event, but the Army Raider Championships (currently the largest Raider competition in the world). It is filled with the most talented Army units in the nation on the two days following this event. **Sports Network International** of Ormond Beach, Florida will provide all support for competition related items. Various experts and local schools have volunteered their time and expertise to prepare and grade the competitions. We are sure you will have the finest overall Raider experience for your cadets available anywhere!
- e. Early event registration will begin in the later afternoon the day prior on Thursday, **5 November** at the Raider Nationals HQ Building. Same day registration will again occur in the morning of the competition at the same facility. The event Commander’s Call is held across the street.
- f. Smaller, less competitive Army teams will be entering this all-service Challenge Championship. Top finishing Army schools here are **REQUIRED** to move up to the Army Championships. **ALL CADETS COMPETING IN THE ARMY RAIDER NATIONAL CHAMPIONSHIPS ARE INELIGIBLE** to compete in these all-service Challenge Championships. “JV” teams or B squads **NOT COMPETING** in the Army Championships are encouraged to enter this event without issue). Those Army units who are competitive among the best units **MUST** register and compete within the U.S. Army JROTC Raider National Championships held during the two days following this all-service event. Teams are encouraged to come watch the excellence the following day.

- g. **OVERNIGHT CAMPING WILL BE ALLOWED & ENCOURAGED AT THE LAWHORN SCOUTING CAMP.** While camping is highly encouraged, hotels are just 15-20 minutes away from the venue but fill quickly. Schools may attend this event as a “commuter school” (driving in to compete without camping), or by camping at the venue. Full details on both the campsite and camping in general can be found later in this document under **Section 9, ”CAMPING DETAILED INFORMATION”**.

2. TEAM COMPOSITION & ENTRY RULES

- a. **We are again offering a FEMALE DIVISION!** The rules & requirements regarding pack weights, course configuration etc. will be identical to that of the MIXED Division except where noted.
- b. Competition Team Rules: **ALL TEAMS** teams **will be allowed to maintain up to 14 members** but only 10 cadets participate in each event. Female teams have 8 minimum and 10 maximum participate in each event (8-10, your call). Within this total team, YOU form the best team for EACH event at YOUR discretion. *Mixed teams think about both male & female alternates!*
- c. **MIXED TEAMS** must have a minimum of FOUR females in every event. Increased numbers of females are not generally recommended as you will be competing against teams that are made up with 6 males and 4 females in each event and this may place your team at a disadvantage. **MALE TEAMS** are generally comprised of all male members, however due to injury or personal preference; the team may contain females in any quantity.
- d. Cadets will substitute only within the team they are assigned. Male or Female team members cannot substitute onto the Mixed Team, etc. Substitutions can be done **ONLY** prior to the start of an event within your assigned team and can be done for any reason without any permissions sought or granted just like most every other athletic team event.
- e. Schools may enter ONE complete raider team into EACH of the THREE competition divisions, **providing that no individual cadet competes for more than one team.** Therefore, individual cadets cannot compete on two different teams for any reason, **nor any other team throughout the weekend.** Schools seeking a 2nd team in any division may be granted on a case by case basis. In no instance will a 3rd team be granted in any one division from the same school.

3. SCHEDULE OF EVENTS

- a. *05 November:* Early School registration at **Lawhorn Scout Base** Scoring HQ.
- b. *06 November:* Final school registration at **Lawhorn Scout Base** Scoring HQ.
(NOTE: No school may compete **WITHOUT** going through event registration!)
- c. *06 November:* Cadre/Coaches Meeting at **Lawhorn Scout Base** Grand Pavillion (*across from the HQ*).
- d. *06 November;* Rotation of all Team Events will begin.
- e. *06 November;* Scores are tabulated and the Awards Ceremony begins **after the post-lunch events.**

FOR PLANNING PURPOSES, THE TENTATIVE WEEKEND SCHEDULE IS FOUND ON-LINE AT THE OFFICIAL EVENT WEBSITE. THE FINAL EVENT SCHEDULE IS POSTED ONE WEEK PRIOR WITH MINOR TIME ADJUSTMENTS.

NOTE: The actual start times and rotation of events will be determined after all schools have registered. Teams will have ample ability to move between events with prior planning. This FINAL event schedule will be distributed via the official website NLT one week prior to the competition.

f. Schools will be permitted into the Camp HQ building, **THREE PEOPLE** per school maximum. One instructor & two cadets or two instructors and a single cadet. Masks are required for each person entering the HQ room. A sign-in sheet will be posted outside and registering schools will be permitted to enter, register and leave then the next school will be called. All SNI personnel will have masks while indoors. Hand sanitizer will also be omnipresent both just outside and inside the HQ building.

4. COMPETITION EVENTS & GENERAL INFORMATION

a. All Raider Nationals events are governed **under this SOP and** the guidelines of the U.S. Army manuals referenced herein. These manuals are reviewed from the official Raider website at: <http://raider.thenationals.net>.

b. While the weather for any Fall events in Georgia will likely be gorgeous, nothing but lightning or other dangerous conditions will delay or cancel a team event. Teams must prepare for every type weather condition to be fully prepared at the Raider Nationals.

c. The competition begins with a brief Cadre/Coaches Meeting early the day of the event and then the rotation of events will begin throughout the venue. The competition utilizes a “shotgun start”; therefore all events start across the facility at roughly the same time. All events and the closing awards ceremony end on Friday later afternoon for this one-day competition.



d. The All-Service Raider Championships are comprised of FOUR total events. These events are designed to test your cadets physically as well as test their ability to work as a team. Teams must enter and obtain a score in all five events in their entered division to be eligible for the overall title. The event overviews are as follows (note: details on each are found later in this document):

1. **Physical Team Test (PTT):** (Annex 14-A, PTT): The PTT will consist of numerous items that require individual and team agility, strength, balance and stamina.
2. **Rope Bridge:** (Annex 14-B, Rope Bridge): Standard one-rope bridge according to this SOP and FM 3-97.61 (Military Mountaineering). Rope length must be **at least 150'**; low stretch ropes (Kermantle) may be used (NOTE: **YOU MUST HAVE YOUR OWN ROPE** or make **arrangements to borrow a rope from another team**).
3. **Raider Gauntlet:** (Annex 14-D, Raider Gauntlet): Team maneuvers carrying weighted items largely through roughly 1 mile of woodsy terrain while overcoming numerous technical obstacles that require great teamwork & strategy to complete.
4. **5-Kilometer Team Run:** (Annex 14-E, 5K Team Run): Team runs together without gear of any kind. Team runs to halfway point, entire team gets a turn-around marker, and then the team retraces their path and ends at the starting point. Team must all be within the 10-yard box at the completion to finish without penalty.

NOTE: Other meets may use many other events within their Raider competitions. This is the beauty of Raider that it can be tailored to meet the wants of attending schools. Schools are cautioned that the USACC has limitations on what JUNIOR ROTC RAIDER is supposed to be all about (it is NOT a mini Ranger event). Those hosting Raider should ensure their events meet all USACC Guidelines.

e. Any school competing in the All-Service Championships who is NOT competing in the Army Championships **MAY** have their cadet accepted to compete within the Ultimate Raider competition Sunday morning. VERY limited spaces will be available for such inclusion. However if your cadet is EXCEPTIONAL and you will be around, contact SNI for details!

f. All schools MUST check the SOP Update/Clarifications page on the Raider Nationals website throughout the Fall. Major and minor changes and general event news will be posted there first.

g. Any cadet who curses or utilizes other unsportsmanlike acts may subject their team to a minimum 1 minute penalty in any event. Acting in this manner is unbecoming a JROTC Raider cadet or coach. Ensure it does not happen to your team.

h. AGAIN WE STRESS TO ENSURE TEAMS USE PROPER TECHNIQUE in coming down off any/all walls. **Hang and drop remains the standard in use for all team events at the Raider Nationals. ONLY during the Ultimate Raider competition are individuals authorized to execute any other form of departure from the wall.** This is only because these cadets are designed to be your most athletic, most skilled and most heavily practiced cadets on your team.

- i. Teams competing with one less cadet than the minimum prescribed will receive a one minute time penalty. Those with two or more cadets who do not finish will disqualify the team, receiving a last place finish and/or a zero score depending on the event. Any team DISQUALIFIED in any event will render that team INELIGIBLE to compete for the overall title in their division.
- j. The event SOP often refers to wearing the ACU uniform for many events. This is the Army term. Non-Army teams should wear the equivalent uniform for their service. It is NOT required to wear either the pistol belt OR a canteen. However, teams are ENCOURAGED to bring canteens or water bottles with them during ANY event they feel it may be needed (i.e., 5K run, Gauntlet, etc.). Teams may make water available to their teams during any event as well.

5. SAFETY WHILE AT RAIDER

- a. SNI takes safety of Raider competitors and spectators seriously. Obviously with the new virus concerns in place, SNI has made several modifications from past years practices. These are detailed herein and additional measures may be added as the event nears.
- b. Having people in positions of authority that have been doing these events for decades of practical Raider competition with high school JROTC cadets is hugely beneficial. While the manual was never written as a competition manual AND it was never written for teams of high school cadets, we adhere closely where applicable and only deviations outlined herein are permissible. To that end, SNI has plenty of wise heads on the course to ensure compliance within all rules and regulations.
- c. In 2020, every competing cadet will have their temperature taken with a no-touch thermometer before EVERY EVENT at the event site. Anyone getting a temp reading of 99.9 or higher will have their temperature taken again as the last team member. Another high temp and that cadet will have their band removed and they will be ineligible to compete and to be in the general public area or in any closed spaces at the Raider Nationals. This is not subject to appeal. No "re-temp" will be done as caution dictates the needs of the many outweigh the needs of the few or the one.
- d. While this event is held outdoors, SNI will be implementing the following requirements as well:
 - 1) All spectators when closed into non-open air smaller spaces to spectate MUST use good judgment to maintain solid 6' spacing AND have a mask or scarf properly worn over the nose and mouth at all times. THIS WILL REQUIRE SCHOOLS WITH LARGER PARENT FOLLOWING TO POSSIBLY LIMIT THEIR NUMBERS. ALL SCHOOLS WILL BE REQUIRED TO "POLICE THEIR OWN" ON THIS. Failure to do so will require SNI to remove these violators from the area and warn the school regarding policing their own spectators. Repeated violations will cause the spectator to be removed from the facility and the team to receive a penalty UP TO event disqualification. PLEASE make sure your parents understand the ramifications of their actions to themselves and the team.
 - 2) Teams and spectators please be mindful of team ready areas. Ensure those waiting to compete are not bunched together with other schools and other cadets.
 - 3) Large hand sanitizer containers will be made available at each competition area. Teams will be strongly encouraged to have all team members take one pump to the hands BEFORE and AFTER their event.
 - 4) Lastly, other procedures specific to each event to ensure virus protection standards EXCEED anything found in most youth sporting events are listed under the detailed competition regulations for every event. PLEASE REVIEW and UNDERSTAND these for your team(s)!
- e. Cadre are responsible to ensure a continuous, rigorous safety program is in place for your team. NEVER HAS THIS BEEN MORE IMPORTANT! This begins with discussions on hand washing, hydration, reporting all injuries, checking for fevers, campfire safety and the like. All units are required to read the [SNI Raider Risk Overview](https://thenationals.net/raider-Risk_Overview.pdf) (https://thenationals.net/raider-Risk_Overview.pdf).



- f. As the Event Director for the Raider Nationals, Sports Network International (SNI) maintains sole judgment pertaining to competition items. All decisions made by SNI regarding rules, procedures or other matters are final. All competitors, instructors, and supporters are subject to comply with all of the rules & procedures of this SOP and of the Raider Nationals. Any items not specifically covered by your service manual(s) or by this document are enforced at the sole determination of the SNI Judging Director. If you have any questions regarding this event, please direct your question either via phone or email to Sports Network International in advance.
- g. On-site medical support is available and ambulance support will be either on-site or quickly summoned if needed. This support is designed for urgent medical need only. Teams are STRONGLY ENCOURAGED to bring basic first aid materials with them on the bus and to keep these handy at all times during the Raider Weekend (including bringing these materials to every site where your cadets are gathered), Additionally for back-up, SNI maintains a well-stocked medical bag filled with “bump, bruise & cut” items (located at the Event HQ).
- h. Weather will determine special daily risk assessments and changes to events for safety reasons. These will be fully briefed the morning of the competition during the Commander’s Call.

6. RAIDER PREPARATION – EVENT INTERRUPTION

- a. **ALL of the events are physically demanding, and stressful weather conditions (heat, cold, damp, etc.) can make this tougher!** However, any team that has trained hard for several months and fully prepared themselves for the events listed herein will do just fine. Please remember to hydrate BEFORE the day of the competition – solid hydration starts 48 hours prior!
- b. **Instructors and their cadets ARE ENCOURAGED to recon any/all competition sites the day prior to their event.** Schools are allowed and encouraged to: 1) recon the site map to find the location of every event, as well as 2) walk the course(s) with an instructor to ensure all competing cadets are prepared for the layout and any obstacles they may face (NOTE: No running the course or rope bridge construction will be allowed on the actual course areas – this is a visual walk-through only).
- c. As the 8’ wall IS NOW PART of the Raider Challenge Championships, teams MAY practice the wall the day prior ONLY UNDER DIRECT INSTRUCTOR SUPERVISION.
- d. No participant may leave any assigned racing area or “take a short cut” outside the marked racing area. Any cadet/team doing so and found to have gained an advantage by these actions will cause the team to receive a subjective penalty. If the shortcut was determined to be completely accidental, the penalty will be the estimated amount of seconds saved by going “off-course”, plus an additional 10%. If the short cut was determined to be intentional done, the team will likely be disqualified.
- e. In the event of severe storms or lightning, competition will be immediately suspended at that point. Teams on the course will continue to completion unless directed otherwise by event officials. Judges, Coaches, and ALL Raider teams will move to the nearest safe area and wait for instructions through loud speaker. At that time a weather decision will be made based on the best information available. If the competition must be halted, the following rules will apply:
 - i. Overall championship trophies will be presented and declared ONLY if all events have been held and all teams provided the ability to compete. If the event is cut short for any reason, event trophies will be provided among those teams competing ONLY.
 - ii. Due to the nature of the event, all funds paid are non-refundable if for any reason the event is halted due to weather. **If the event is cancelled in advance due to any virus spread, facility or insurance issues, or a government body denies travel or otherwise makes your attendance impossible for any district-wide, statewide or federal reason, event Registration Fees paid WILL BE FULLY REFUNDED. However, package fees cannot be refunded as they pay for items likely already produced/purchased.**

7. COSTS/PAPERWORK REQUIRED TO ATTEND:

- a. Schools gain information regarding the Raider Nationals from the Raider Nationals official website: <http://raider.thenationals.net>. Here you will be directed to the appropriate weekend competition and then you can learn everything about the event you plan to enter, then register your school to attend and compete. After registration, you will be emailed acceptance and then download all your competition paperwork from the website. The website is easily organized but internet access including working email is required to be able to attend the event.
- b. To attend, all schools submit required paperwork and pay a School Registration Fee of **\$150 per school** to enter the Raider Nationals. This entry fee will allow a school to enter UP TO one team in each competition division (so long as no cadets cross over to compete in multiple divisions). Additionally, every cadet eligible to compete attends through the Team Package. The cost of the Team Package will be just \$15 per cadet. For this money, each cadet will receive a specially designed event medallion on a chest ribbon, custom event t-shirt (ordered to size), a beautiful 8" x 10" Raider team photo, and the ability to compete at the event. **THIS REGISTRATION FEE AND PER CADET FEE ARE REQUIRED COSTS (no exceptions) and are the only other required costs to attend. THIS REGISTRATION FEE AND PER CADET FEE ARE REQUIRED COSTS (no exceptions) and are the only other required costs to attend. Also, these fees are COMPLETELY NON-FUNDABLE should any of your cadets or your entire team fail to attend for any reason.**
- c. Each Raider Team will provide the Covenant Not to Sue required of each cadet. Each School/Coach should make a duplicate copy of these forms and provide the copy to the Meet Director with the copy and keep the original forms for his/her records.
- d. Each Raider Team provides a Statement of Eligibility that lists all of the members of the Raider Team and certifies that each Raider is enrolled in JROTC for the current school year and meets the respective state Athletic Association rules for eligibility for participation in extracurricular high school sports. This form is found on-line on your MySchool Website: <http://myschool.thenationals.net>.
- e. Each cadet will receive a color coded bracelet to identify which team they are eligible to compete with. Any school found using illegal cadets competing within BOTH a single-gender team AND mixed team may have their entire school removed from the Raider Nationals event without recourse, and likely WILL be placed on probation from attending the event in the future. It is the responsibility of every Raider instructor to stress to their cadet leaders the purpose and inflexibility of this reg!
- f. Each school is required to submit in advance all money/paperwork as required to be able to compete. *There is no exception to this requirement.* Schools should plan ahead for unit inspections, snow days or other items that can hamper the ability to meet payment and paperwork deadlines. Only a rare, unforeseen exception would allow a school to bring a non-essential item on arrival with pre-approval, so please plan your paperwork/finances accordingly.
- g. Once you have read this SOP and agree to all of its terms and conditions, you must sign and return all of the required liability and other forms downloaded on-line and also submit the required registration/entry fees. No school or individual may compete in any facet of the Raider Nationals event without the proper submission of these forms and required funds. If you have a question regarding any facet of the Raider Nationals, especially regarding the money and/or paperwork required, camping on site, etc. please call and ask or email BEFORE registering to attend the event. Competition spaces are limited and we want to ensure all schools fully understand what they will need to do to attend BEFORE they go to the effort of registering to attend. In most cases, the answer is maintained in print on the website. If you do not find the answer or you need a clarification, please feel free to call/e-mail Sports Network International at the numbers listed herein.
- h. PLEASE ENSURE you become VERY FAMILIAR with the dates and deadlines when money and/or paperwork submission is required. Failure to submit these items when required can have your school dropped from the event and/or removed from the camping list. Please plan ahead.





Hickman County Schools Board Agenda Item Request

Date: 17-May-21

Name of School: Hickman County High School

Item Requested: Event - Homecoming Dance

Explanation: HCHS Executive Student Council request permission to host a

homecoming dance on the 25th of September at HCHS in the gym at 6:45 PM.

Cost to attend will be approximately \$30.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Samuel A. Rife

Signature of Building Principal

Kenia D. Euf



Hickman County Schools Board Agenda Item Request

Date: 17-May-21

Name of School: Hickman County High School

Item Requested: Raider Competition

Explanation: HCHS JROTC request permission to host a Raider Competition

on 04 SEP 2021 at Hickman County High School in accordance with Cadet Command Regulation

145-2. The event will begin at 0700hrs (7:00 am) and will conclude by 1700hrs (5:00 pm).

This event will consist of four events and will have approximately 10 teams competing.

(100 - 150 visitors)

Attachments (if necessary and appropriate):

Raider Competition MOI

Signature of Person requesting to be placed on the agenda:

Signature of Building Principal

Ken A. Eng

**Hickman County High School JROTC
Bulldog Battalion
1645 Bulldog Boulevard
Centerville, TN 37033
931-729-2616**

REPLY TO
ATTENTION OF

HCHS-JROTC

17 MAY 2021

MEMORANDUM FOR JROTC Competing Schools (Raider Teams)

SUBJECT: Bulldog Battalion Raider Competition MOI

1. PURPOSE: To provide information, instructions and basic scoring criterion for the Bulldog Battalion Raider Competition.

2. COMMANDER'S INTENT: That the Bulldog Battalion Raider Competition is a well-organized and fair event that will challenge the competitors and allow them to develop camaraderie with other schools, leadership, and team-building skills. It will provide ample opportunity to test each and every Cadet's problem solving skills as well as mental and physical fitness levels.

3. DATE AND PLACE: **Saturday, September 4th, 2021 from 0700 – 1700 hours (or UTC) at Hickman County High School**

4. LOCATION:

a. Address – **1645 Bulldog Boulevard
Centerville, TN 37030**

b. Directions - see Annex A.

5. ENTRY FEE: An entry fee of \$50.00 per Raider Team will be submitted with registration. Submit registration form, team rosters, and fee to the following email scott.riley@hickmank12.org or mailing address:

HCHS JROTC
1645 Bulldog Boulevard
Centerville, TN 37033

Team entries will be turned in no later than August 23, 2021. Schools can submit multiple teams, No more than one teams per category, no more than three teams per school. If you need to hand-carry your entry fees to the competition please notify 1SG Riley or LTC Price.

6. **TEAM COMPOSITION:** All teams will be **MIXED** teams. They will be comprised of **ten (10) cadets** in each event and up to **four (4) alternates**, with a minimum of **3 female cadets competing at all times (you are authorized to have more)**. If you have a sudden personnel shortage prior to the event contact the HCHS SAI/AI. We have Cadets that will volunteer to participate in the event with your team.

a. At each event/site the evaluator will check to ensure all competing Cadets are on the roster that was turned in at registration. Listed alternates can only be for one designated team. Teams with fewer than **10 team members** will not be allowed to attempt an event.

b. Alternates may be activated at any time during the competition, but must be identified prior to the start of the event.

c. If a Cadet gets injured during an event, alternates may be used, but the alternate must negotiate the entire event (start from the beginning) before replacing an injured cadet.

7. **CHECK-IN:**

a. Team Captains and SAI/AI for each team/school need to check-in between 0700 and 0730 (NLT 0845) at the event HQ's. Team packets will be handed out and when the required forms / team rosters are turned-in.

b. The Covenant Not To Sue Forms must be turned in for all team members on the roster (including alternates) before or during Check-In.

c. After sign-in, teams will move immediately to their first event.

d. After the first event, each team will be move to each subsequent event in order to complete the rest of the competition. The decision of when to eat lunch is up to the Team Captain (or SAI/AI).

e. The Bulldog Battalion TOC will track teams waiting at each station/site in order to keep the event flowing in a timely manner. We may contact SAI/AIs to redirect their teams to particular events if there is a back log at one event. Our goal is to have the last event complete NLT 1445 hours.

8. **UNIFORM:**

a. Operational Camouflage Pattern (OCP) Uniform (OCP) w/headgear, combat boots, running/ tennis shoes (worn/carried as needed), issued / unit t-shirt. Raider Team Captains can elect to remove the OCP Coat, but all Cadets must be in the same uniform.

b. Teams will be permitted to conduct the 2-mile run in running/tennis shoes **or** combat (ACU) boots, at the discretion of the Raider Team Captain.

9. COMPETITIVE EVENTS/STATIONS:

a. **Gauntlet:** The Raider Team(s) will execute a cross country hill run over rugged terrain. Each team member will carry an individual assault bag/ruck (provided).

e. **One Rope Bridge (ORB):** Raider Team(s) (10 personnel) will cross an approx. 50ft span using a one rope bridge. Utilizing a 120 foot rope (approx.), 10 seat ropes, and 13 snap links. The first and last Cadet will cross the obstacle attached to the rope, a maximum of 3 personnel will be on the rope at any time. Schools will provide their own equipment subject to inspection and approval of the Event Judge.

f. **PTT:** The PTT will consist of numerous items that require individual and team agility, strength, balance and stamina.

g. **2-Mile Team Run:** Team runs together without gear of any kind. Team runs on the school's circle track. The run starts and ends at the starting point. Team must all be within the 10-yard box at the completion to finish without penalty

10. INCLEMENT WEATHER: The competition will be held if rainy weather is forecasted; however appropriate safety measures will be taken as necessary (which may delay the awards ceremony). Lightning or extreme weather (i.e. tornado) is the only thing that will halt/cancel the competition. Weather decision will be made 48 hours prior to the event start.

11. SCORING:

a. Raider Teams will be rank ordered (1, 2, 3, 4, 5, etc) for their placement in each of the events. The team with the lowest total event scores will be declared the overall winner.

b. Teams that compete in any event with less than 3 females competing will be assessed placement penalty points that will affect their placement score for that event.

c. The Tie-Breaker (if necessary) will be the team with the fastest preparation for the ORB score/time (backcoil preparation).

d. Each individual event will have its own scoring rubric handed to the team on the day of competition.

e. Events and judging will be conducted by Cadets/Cadre of the Hickman County Bulldog Battalion and the Tennessee National Guard Recruiting Team.

12. LOGISTICS and FACILITIES:

a. There are two restroom locations on campus and will located on the event map.

b. We will have local Hickman County EMS / Fire & Rescue to support our event.

c. Please bring your organizational first aid kit/bag to handle minor cuts, bumps and bruises.

13. CLOSING AWARDS CEREMONY: The Closing Ceremony is scheduled for 1600 hours (or will be adjusted earlier or later depending on the flow of events and weather). Formations will be at a double-arm interval.

14. AWARDS:

a. Trophies will be awarded to the 1st place and runner-up for each event.

b. Trophies will be awarded to the 1st place and runner-up for overall winners.

16. BEHAVIOR and ETHICS: Foul language or inappropriate conduct is not in keeping with the Cadet Creed. Event OICs are authorized to assess a time or point penalty if a team violates these rules.

17. POC: The Point of Contact for the competition is 1SG (Ret) Scott Riley (scott.riley@hickmank12.org) and LTC (Ret) Charles Price at 931-729-2616 ext 238.

Annex A – Event Map

Annex B – Gauntlet

Annex C – One-Rope Bridge

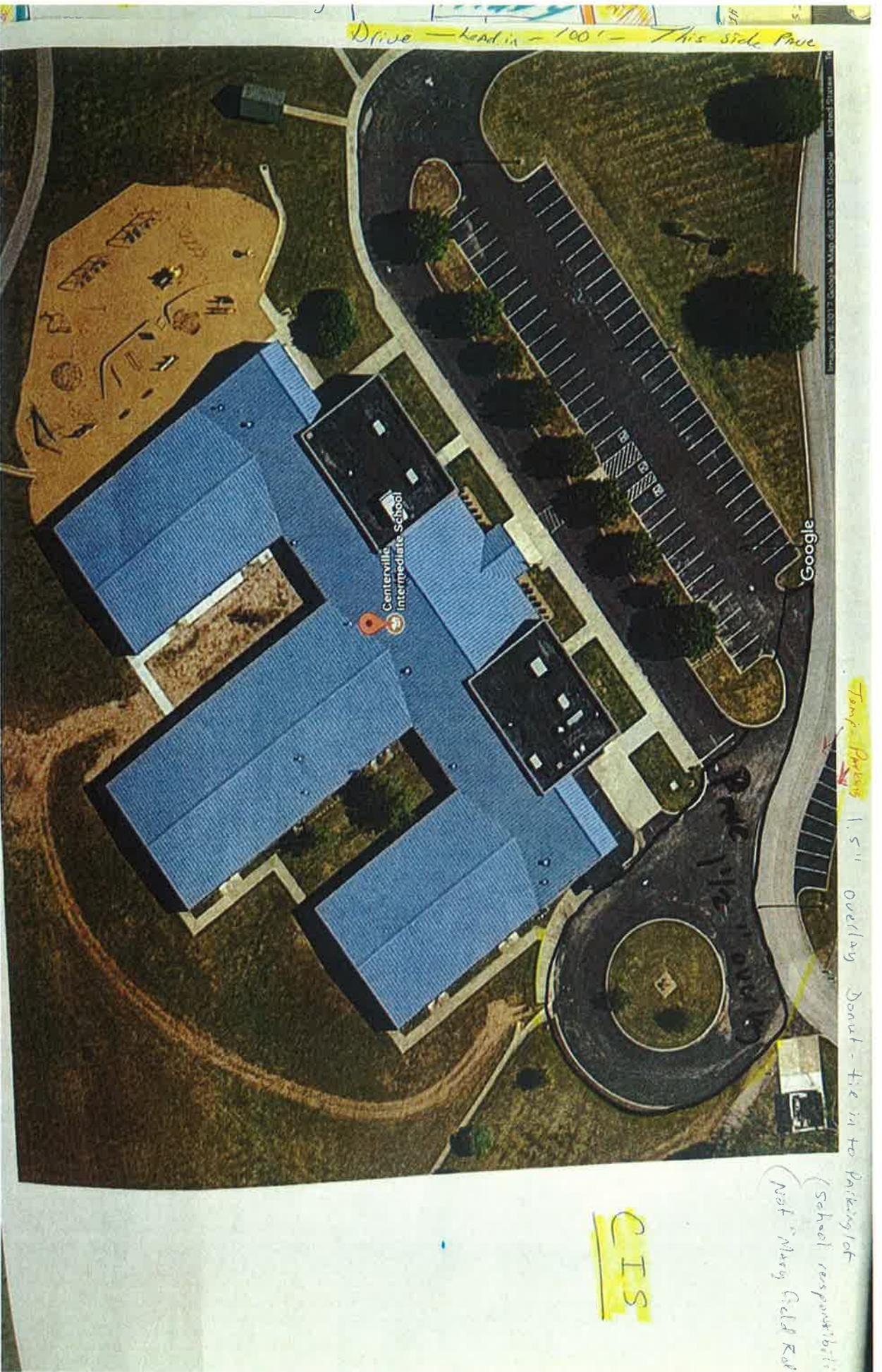
Annex D – 2 Mile Team Run

Annex E - PTT

Annex F – Liability Waiver

Annex G – Registration Form





School responsible for
 Not Mary Field Rd

CIS

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, 2022.
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.

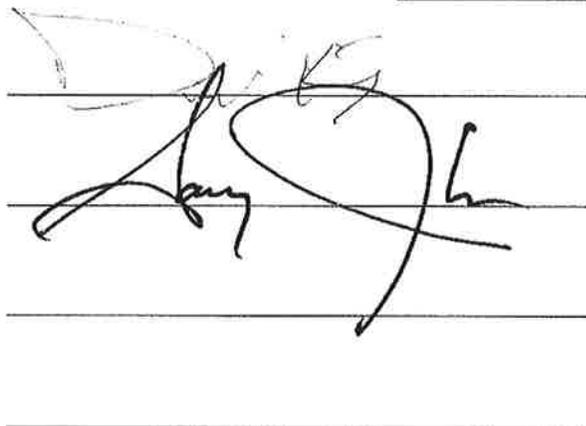
4. Labor and setup of the golf course for golf matches that are hosted by each school on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

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, 2022. 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 July 12, 2021.

READ CAREFULLY BEFORE SIGNING

The image shows four horizontal lines representing signature lines. The top line has a faint signature. The second line has a large, bold signature. The third and fourth lines are blank.

Centerville Municipal Golf Course Superintendent

Town of Centerville Mayor

Hickman County Board of Education Chair

Hickman County Director of Schools



Hickman County Schools ESSER 3.0 Spending Plan

Hickman County Schools is receiving **\$7,854,126.08** from the federal government under the American Rescue Plan passed by Congress and signed into law by the President of the United States. This survey is seeking your feedback and suggestions for how our school system can utilize these funds to best benefit the learning opportunities for students in Hickman County. Federal law requires that the funds be budgeted in the categories below. All funds are budgeted and must be spent by September 30, 2024.

Addressing Learning Loss

One position for each K-5 school to address learning loss	\$650,000.00
Part-Time Paraprofessional position for SPED tutors	\$232,000.00
Training for tutors	\$6,000.00
Student Support Supervisor to track tutoring data and tutoring program *	\$266,962.50
Contract for computer program for each school for students to remediate learning loss and provide assessment	\$900,000.00
100-day position at the alternative school for 3 years to tutor students	\$75,000.00
Edmentum contract to continue credit recovery opportunity and provide supplemental learning for virtual learning	\$105,000.00
Hickman County Learning Academy teachers for virtual learning and tutoring for students enrolled in secondary grades in virtual learning	\$640,710.00
Total expenditures for addressing learning loss	\$2,875,672.50

Addressing Learning Acceleration

STEM positions in schools with grades 3-5 to assist students with using devices, research and typing skills and STEM integration *	\$355,950.00
STEM instructional materials for STEM integration	\$20,000.00
Total expenditures for addressing learning acceleration	\$375,950.00



Purchasing Educational Technology

Purchase TI-84 calculators to complete 1:1 at high schools	\$36,000.00
Technology devices for replacement cycles	\$315,000.00
Technology devices for teachers with webcams	\$150,000.00
Audio and visual enhancements for classrooms	\$300,000.00
Training for integration and use of technology in classrooms	\$6,000.00
Purchasing laptops for teachers to plans lessons, track student progress, and record lessons for students to use for tutoring	\$100,000.00
Purchasing laptops for administrators to use for instructional walk-throughs, professional learning	\$20,000.00
Total Expenditures for Purchasing Educational Technology	\$927,000.00

High Quality Instructional Materials

Purchase Mathematics materials for classrooms	\$400,000.00
Purchase High Quality Instructional Materials for Reading	\$200,000.00
Total expenditures for high quality instructional materials	\$600,000.00

Providing Mental Health Services

Guidance Counselor Collaboration	\$4,000.00
Extra month for social workers during summer learning to provide services	\$12,000.00
Suicide Prevention Training	\$16,000.00
Total expenditures for providing mental health services	\$32,000.00

Public Health Coordination and Protocols

Extra cleaning as needed for illness	\$48,000.00
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Extra month for CSH for extra duties	\$16,000.00
Additional nurse for student needs and to fill in for nurses	\$36,500.00
Total expenditures for public health coordination and protocols	\$100,500.00

Addressing Facility Needs and Deferred Maintenance and Infrastructure

Services for the wireless network	\$105,000.00
Purchase playground equipment for playgrounds	\$60,000.00
Sewer addition to East Hickman campus	\$750,000.00
EHES restroom addition, roofs at intermediate schools, and projects on the long-range facility planning document for energy distribution and generation, and electrical service and distribution	\$1,558,003.58
Kitchen facility needs	\$200,000.00
Telephone system at central office complex	\$20,000.00
Total expenditures for addressing facility needs, deferred maintenance and infrastrucutre	\$2,693,003.58

Other Necessary Activities

Technology position to set up/repair additional technology devices	\$150,000.00
Support staff position to schedule meetings and monitor participation in tutoring programs as well as serve as system wide backup for SIS program*	\$100,000.00
Total expenditures for other necessary activities	\$250,000.00

Total ESSER 3.0 expenditures

\$7,854,126.08

Hickman County Schools 2021-2022 Health and Safety Plan

www.hickmank12.org	Traditional Procedures Minimal Spread of COVID-19 in the school community	Modified Procedures Moderate Spread of COVID-19 in the school community
Schedule	<ul style="list-style-type: none"> ● Schools open for in-person learning for students and teachers ● Virtual option available only through the Hickman County Learning Academy virtual school ● Students participate in transitions and enrichment classes based on the school schedule 	<ul style="list-style-type: none"> ● Integrated learning plan with modified schedule to reduce capacity in school buildings ● Students participate in enrichment classes in modified format ● Class and hallway transitions are managed
Delivery of Learning	<ul style="list-style-type: none"> ● Traditional teaching methods and utilizing the Google online learning platform for technology integration in classroom ● Students participate in enrichment classes, physical education, and recess as regularly scheduled ● Outdoor learning and play encouraged 	<ul style="list-style-type: none"> ● Traditional teaching methods for in-person learning ● Managed transitions for enrichment ● Plans for cafeteria seating
Health and Safety Measures	<ul style="list-style-type: none"> ● Regular cleaning and disinfection protocols for classrooms and common areas ● Additional disinfection of areas impacted by illness ● Proper handwashing and coughing etiquette taught and required ● Students with symptoms of illness placed in sick clinic to wait to be picked up 	<ul style="list-style-type: none"> ● Regular cleaning and disinfection protocols for classrooms and common areas ● Additional disinfection of areas impacted by illness ● Proper handwashing and coughing etiquette taught and required ● Limited transitions for students ● Limit non-essential visitors ● Limited field trips ● Water fountains closed; hydration stations open ● Students with symptoms of illness placed in sick clinic (mask required) to wait to be picked up
Transportation	<ul style="list-style-type: none"> ● Buses run normal routes ● Siblings/Same household sit together ● Assigned seats on buses ● Run at capacity ● If capable of using transportation other than buses, please do so to reduce capacity 	<ul style="list-style-type: none"> ● Buses run normal routes ● Siblings/Same household sit together ● Assigned seats on buses ● Run at capacity ● Face coverings recommended but not required ● Buses cleaned with disinfectant after each route ● If capable of using transportation other than buses, please do so to reduce capacity

Hickman County Schools 2021-2022 Health and Safety Plan

Nutrition	<ul style="list-style-type: none">• Grab and Go breakfast options to take to class upon arrival	<ul style="list-style-type: none">• Grab and Go breakfast options to take to class upon arrival• Lunch scheduled and spaced in building to provide physical distance
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Please share any feedback or concerns for the draft of the Hickman County Schools Health and Safety Plan at policyfeedback@hickmank12.org.

Student Discipline Hearing Authority
2021-2022

Beth Robinson--EHHS

Cynthia Hughes--EHIS

Bryan Anglin--EHMS

Tarrah Lawson--CIS

Clay Chessor--HCHS

Eric Cannon--Special Programs

Don Qualls--Chair

Mrs. Gilbert,

East Hickman Middle School will require the following fees for the 2021-2022 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,

Bryan Anglin
Principal
East Hickman Middle School

HCMS School Fees
2021-2022

June 28, 2021

Hickman County Middle School will require the following student fees for the 2021-2022 school year:

1. Reward Trips

- Academic Reward Trips are offered three times a year (TBD for 21-22....based on covid guidelines). 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, Tennis, Baseball and Softball: students are responsible for their own footwear.
- Golf: All official team practices are free. 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 (non-members only). Team members provide their own equipment.
- Girl's Soccer: \$20 for team warm up shirt. Assistance provided if needed.
- Cheerleading: New cheerleaders are charged no more than \$300 for a new uniform and shoes. Fundraising is done to provide assistance to all members and additional support is available 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 (if there is a convention). 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,

Tina S. Thigpen

East Hickman High School Fees 2021/2022

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.



East Hickman Elementary School will not have any fees for the upcoming 2021-2022 school year.

Leigha Coble, Principal



Centerville Intermediate School

**110 Mary Field Avenue
Centerville, TN 37033**



**Phone 931-729-2748
Principal, Eric Cannon**

**Fax 931-729-5497
Assistant Principal, Tarrah Lawson**

Mrs. Gilbert,

Centerville Intermediate School will not request any school fees for the 2019-2020 school year.

Sincerely,

Eric Cannon

East Hickman Intermediate School



Marcy Tidwell, Principal
Cyndi Hughes, Assistant Principal

East Hickman Intermediate School will not request any fees for the 2021-22 school year.

Sincerely,

Marcy Tidwell

A handwritten signature in blue ink that reads "Marcy Tidwell". The signature is written in a cursive style with a large, looping initial "M".



CENTERVILLE ELEMENTARY SCHOOL

Jennifer Hudgins, Principal
(931) 729-2212

104 Mary Field Ave.
Centerville, TN 37033

June 23, 2021

Dear Mrs. Gilbert,

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

Sincerely,

Jennifer Hudgins

Hickman County High School
Fees

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

5. Various classes require students to purchase materials
 - > This falls under the fee waiver system >

Theater - Actual costs of scripts

Art 1 - \$14; Art II- \$100; Art III- \$12 (various supplies)

Biology 1 - \$10 (lab supplies), Biology II - \$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

The recommendation for the out of county tuition rate for the 2021-2022 school year is for it to remain the same as in previous years, which is \$1,000 per year.



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

To: School Board Members
From: Misty Shelton
Date: July 2021

1st Reading:

Policy 1.8011 - Emergency Closings

Public Chapter 384 prevents local governmental entities from designating certain employees as essential. At the beginning of the pandemic, TSBA updated model policy to align with the need to allow some employees to be physically present in the building while others worked from home, resulting in some employees being designated as essential. Based on this new law, however, they have removed the language regarding essential employees.

Policy 3.205 - Security

Districts must now include cybersecurity in their safety plans. This will be included in the state-level template and districts are tasked with identifying how to keep these networks and technologies safe from cyberattacks and other cybersecurity threats and incidents. TSBA has updated their model policy to include a provision on this topic.

Policy 3.211 - New Project Planning

The State Board of Education revised its regulation on plans for new facilities. These plans are no longer required to be submitted to the Commissioner of Education for approval. TSBA has removed language on this requirement from their model policy.

Policy 3.220 - Access to Private Facilities

Public Chapter 452 allows students and employees to request reasonable accommodations if greater privacy is desired in a multi-occupancy restroom, changing facilities, or sleeping quarters when attending a school-sponsored activity. This new law also makes it possible for students and employees to pursue a legal action against the school district if: (1) they enter a bathroom or changing facility; (2) they encounter a member of the opposite sex; and (3) the school district intentionally allowed that member of the opposite sex to enter the facility while others were present. While this policy is not required by law, having a policy in place on this topic is one way that the district can attempt to address this matter. TSBA has created a model policy that aligns with this new law.

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Policy 4.101 - Instructional Standards

Several recent changes to state law impact the materials and content that can be included in classroom instruction. TSBA has created this new model policy to align with these updated state laws. Adopting this policy is not required by state law, however, doing so would allow the Board to show compliance with the new standards.

Policy 4.204 - Summer Instructional Programs

Several changes were made during the Special Legislative Session that impacted summer programming. TSBA has updated this model policy to include the additional summer programs that will be offered to students. Certain factors, as outlined in this new state law, determine student eligibility for these programs. Boards have the discretion when determining whether to require the attendance of priority students in summer instructional programming. If the Board chooses to require the attendance of priority students, this information must be included in policy.

Policy 4.205 - Enrollment in Advanced Courses

Boards are now required to adopt a policy detailing how students can enroll in advanced courses. This policy must list objective enrollment criteria including TCAP scores and grades. TSBA has updated policy 4.205 to align with this change to state law, and recommend that Boards include the criteria of those courses offered by the district.

Policy 4.213 - Family Life Education

State law now requires that all Boards adopt a policy on family life curriculum. Previously, only districts in counties with higher teen pregnancy rates had to comply with this requirement.

Policy 4.301 - Interscholastic Athletics

Two new laws change the requirements for student athletics. Public Chapter 40 requires Boards to adopt a policy that ensures student athlete compliance with new standards for participation in sports. This new requirement only permits members of one biological sex to compete on sex segregated athletic teams.

Additionally, Public Chapter 272 includes new requirements for coaches and the safety of student athletes. In particular, coaches must now adhere to locally developed codes of conduct and undergo training on severe weather and other safety protocols. TSBA has revised this policy to align with these new legal requirements.

Policy 4.605 - Graduation Requirements

The number of credits required to graduate early under the Move On When Ready Act has been reduced to seventeen. Previously, this requirement was set at eighteen. As a result, TSBA updated their model policy to reflect this change.

Policy 4.700 - Testing Programs

Districts must now provide students with information on available career and technical education opportunities after aptitude assessments are administered. TSBA has updated their model policy to reflect this requirement.

Policy 5.106 - Application and Employment & Policy 5.802 - Qualifications and Duties of the Director of Schools

Public Chapter 211 allows the Director of Schools to hire individuals with a teaching permit if a teacher with a valid license is not available. TSBA has updated their model policy 5.106 to clarify

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that this is an option. This legal change also impacts policy 5.802 as the Director of Schools would be required to report potential misconduct by these individuals to the State Board of Education in the same manner that is done for licensed teachers.

Policy 5.117 - Teacher Tenure

Due to the cancellation of TNReady tests during the pandemic, there are no teacher evaluation scores from the 2019-2020 school year. Public Chapter 2 from the Special Legislative Session clarifies that the two most recent evaluation scores can be used when determining tenure.

Additionally, Public Chapter 378 changes the requirements for providing notice of nonrenewal to teachers. This notice must now be sent to teachers by certified mail, overnight carrier, or email so that it will be received within five business days following the last instructional day. The model policy has been updated to align with both of these legal changes.

Policy 5.200 - Separation Practices for Tenured Teachers

Previously, state law gave the Commissioner of Education the authority to suspend a teacher's license if he/she broke a contract with a local board of education. Under this new change to state law, this authority now rests with the State Board of Education. TSBA has updated this policy to reflect that change.

Policy 5.201 Separation Practices for Non-Tenured Teachers

TSBA has also updated model policy 5.201 based on the previously mentioned changes: (1) to the way that notice of nonrenewal is provided to teachers; and (2) the fact that the authority for suspending a license now rests with the State Board of Education.

Policy 6.200 - Attendance

Public Chapter 223 changes the tiers of the progressive truancy plan. Under this new law, Tier I applies to all students. Policy has been updated to reflect these changes.

Policy 6.202 - Home Schools

In order to conduct a home school, parents must meet certain criteria. Previously, this included having a high school diploma or a GED. A change to state law, however, now includes parents with High School Equivalency Test (HiSET) in this category. This updated model policy includes this additional qualification option.

Policy 6.319 - Alternative Education

Public Chapter 229 creates another exception regarding assignment to an alternative school or program. Now, a Director of Schools is not required to assign a student to the alternative school or program if: (1) the student committed an offense of violence or threatened violence or an offense that threatened the safety of other students in the school; and (2) the location of the alternative school or program is on the same grounds from which the student was disciplined. TSBA has updated the model policy to include this exception.

Policy 6.402 - Physical Examinations and Immunizations

State law now includes an additional vaccine exemption. If in the future any COVID-19 or variant vaccine is required for students, an exemption will be granted for individuals whose religious tenets and practices conflict with vaccination. TSBA has updated their model policy to include this additional exemption.

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Up for deletion:

6.318- Admission of Suspended or Expelled Student- due to the 6.203 wording “No student shall be granted entrance under disciplinary action from another system.”

Informational Items

TSBA wanted to send out the below items for informational purposes. While these items do not necessarily require any policy changes, they want you to be aware of the new legal requirements and how they may impact board policy and operations.

Public Chapter 96

This law clarifies that boards of education have the sole authority to open or close schools unless the Governor issues an executive order or a local health board or other public official issues an order to the contrary.

View Public Chapter 96 by [clicking here](#).

Public Chapter 116

Under this new law, students participating in 4-H activities must be counted as present. In general, this information is not something Boards typically cover in policy. This change would impact attendance supervisors and administrative procedures on the topic.

View Public Chapter 116 by [clicking here](#).

Public Chapter 134

This Public Chapter clarifies, among other things, when isolation and restraint can be used for special education students. Specifically, it mentions that use of a seat belt or a restraint for medical protection is not prohibited under state law.

View Public Chapter 134 by [clicking here](#).

Public Chapter 161

This legislation allows school personnel to provide information on suspected child abuse or child sexual abuse to the child's parent/guardian: (1) when required by federal law or regulation; (2) when the parent/guardian is not considered the alleged perpetrator or in any way complicit; and (3) the notification is done in conjunction with the Department of Children's Services.

View Public Chapter 161 by [clicking here](#).

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Public Chapter 169

A recent change to state law establishes that out-of-state immunization records are sufficient proof when enrolling students with parents serving in the military. This legislation was filed to address concerns regarding military parents being required to go through extra steps to establish sufficient proof of immunization records for their children. The new law clarifies that these records are sufficient.

View Public Chapter 169 by [clicking here](#).

Public Chapter 180

Under this new law, a total of thirteen stockpile days can accumulate per year. These days can be used during a pandemic without the need for approval from the Commissioner of Education.

View Public Chapter 180 by [clicking here](#).

Public Chapter 281

If a district plans to provide instruction on sexual orientation or gender identity, parents must be given thirty days notice. Please be aware of this new law if this type of instruction is something your district is planning on implementing.

View Public Chapter 281 by [clicking here](#).

Public Chapter 341

Public Chapter 341 requires all textbooks and instructional materials adopted by the Board to be available on the district's website for public inspection. This law also requires textbook publishers to provide districts with online access to these materials.

View Public Chapter 341 by [clicking here](#).

Public Chapter 472

This new law eases restrictions on conflicts of interest for districts operating under the County Financial Management Act of 1981. Previously, no indirect conflicts of interest were allowed. Because of this change, however, indirect conflicts are permissible if they are acknowledged. We are working on an update to several policies on ethics and will be sending these model policies out separately.

View Public Chapter 472 by [clicking here](#).

Public Chapter 479

This law goes into effect for the 2022-2023 school year and impacts open enrollment. We are working on updating our model policies on this topic and will be sending them out separately.

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View Public Chapter 479 by [clicking here](#).

Public Chapter 519

Under this new law, Boards are required to post a list of all courses offered online along with a list of materials that will be used. This law goes into effect on July 1, 2022.

View Public Chapter 519 by [clicking here](#).

Up for review:

Will start the 3rd two year review in August.

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

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The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

Hickman County Board of Education

Descriptor Term:

Emergency Closings

Descriptor Code:

1.8011

Issued Date:

05/04/20

Rescinds:

1.8011

Issued:

08/05/19

1 *General*

2 The Board authorizes the Director of Schools to close schools in the event of hazardous weather, a
3 public health emergency, or any other emergency which presents a threat to the safety of students, staff
4 members, or school property.¹

5 As soon as the decision to close schools is made, the Director of Schools will notify the public media
6 and request that an announcement be made.

7 If school is not in session or is dismissed early due to snow or inclement weather, the Director of
8 Schools in consultation with the principal(s) of the impacted school(s) shall determine if all scheduled
9 activities in which students are involved shall be postponed or cancelled.

10 **EMPLOYEE RESPONSIBILITIES**

11 In the event of an emergency that requires closure of a school building, group of schools, or the entire
12 district, the Director of Schools is authorized to continue to pay employees who are not able to
13 physically report for duty as a result. These employees shall receive their regular wages. Such
14 payments shall not exceed the number of days budgeted for each employee.

15 ~~During such emergencies, the Director of Schools may designate certain employees as essential. Such~~
16 ~~employees shall work as directed by the Director of Schools, whether that is by physical appearance at~~
17 ~~work or teleworking under Policy 5.1151. Essential employees must use leave to be excused from~~
18 ~~work absent special permission as determined by the Director of Schools/designee.~~

Legal References

1. TCA 49-6-3004(e)(1); TRR/MS 0520-01-03-.02(1)(b)

Cross References

Emergency Preparedness Plan 3.202
Telework During Emergencies 5.1151

Hickman County Board of Education

Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 12/02/19
	Rescinds: 3.205	Issued: 10/02/17

1 The director of schools shall establish procedures as required to adequately protect school property
2 which shall include, but not be limited to:

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
4
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
6 facilities or equipment without appropriate faculty supervision;
7
- 8 3. Controlling the issuance of building keys and master keys;
9
- 10 4. Developing programs which contribute to the proper care and use of school facilities and
11 equipment; and
12
- 13 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.¹

14 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,
16 building damage and illegal entry.

17 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to
18 press charges against perpetrators of vandalism against school property.

19 SCHOOL POLICING

20 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency
21 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
22 following issues:²

- 23 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
24 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
25 the time of assignment and remain compliant throughout the tenure of his or her assignment;
26
- 27 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
28 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
29 participate in a minimum of sixteen (16) hours of training specific to school policing. All
30 training programs shall be approved by the Peace Officers Standards and Training
31 Commission.³

- 1 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
2 agency, subject to that agency's direction, control, supervision and discipline, though the Board
3 may agree to indemnify and reimburse the law enforcement agency for any part or all of the
4 increased costs incurred by the law enforcement agency as a result of the assignment of the
5 SROs.
6
- 7 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
8 of the Director.
9
- 10 5. In the event that more than one SRO is assigned to a school system, the law enforcement
11 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
12 duties of the senior SRO, however designated, shall include, but not be limited to, the
13 following:
 - 14 a. To represent and carry out the policies of the law enforcement agency assigning the
15 SROs.
 - 16 b. To supervise the SROs in the performance of their duties;
 - 17 c. To consult with the Director regarding the best use of the available resources for school
18 policing; and
 - 19 d. To resolve disputes between the SROs and students or faculty members.
- 20
- 21 6. The memorandum may be effective for any length of time, including continuing until
22 terminated by the parties, and may contain any reasonable notice requirement for the
23 termination of the memorandum. However, the memorandum shall contain a provision
24 allowing the Director to suspend the active participation of the SROs in the event that the
25 Director certifies that the health, safety or wellbeing of the students or faculty members require
26 the immediate suspension.

27 **CYBERSECURITY⁴**

28 The Director of Schools/designee shall develop an administrative procedure regarding the district's
29 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
30 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. 2 CFR § 200.313
2. TCA 49-6-4217
3. TCA 49-6-4217
4. Public Acts of 2021, Chapter No. 335

Cross References

Visitors to the Schools 1.501
Care of School Property 6.311

New Policy

Click here to choose a school board.

Monitoring: Review: Annually, in October	Descriptor Term: New Project Planning	Descriptor Code: 3.211	Issued Date:
		Rescinds:	Issued:

1 **SELECTION OF ARCHITECT¹**

2 The Board shall approve a registered architect for new projects of construction, expansion, and/or
3 maintenance as required by law. The Board shall execute a contract with such architect for each
4 project.

5 **SELECTION OF ENGINEER¹**

6 Following the execution of a contract for architectural services, the architect or architectural firm shall
7 select a registered engineer for each project.

8 **SITE SELECTION**

9 The Board shall have sole discretion with choosing sites for construction.² When determining where to
10 begin new projects, the Board shall consider the current and future populations of the area,
11 transportation routes, and accessibility to utilities.

12 **BUILDING ACCESSIBILITY³**

13 The construction, remodeling, renovation, expansion, or modification of a school building shall
14 comply with state and federal requirements regarding building accessibility.

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

New Policy

Click here to choose a school board.

Monitoring: Review: Annually, in October	Descriptor Term: Access to Private Facilities	Descriptor Code: 3.220	Issued Date:
		Rescinds:	Issued:

- 1 Students, employees, or teachers may request reasonable accommodations if they desire greater
- 2 privacy when using multi-occupancy restrooms or changing facilities located in the school building or
- 3 when using multi-occupancy sleeping quarters while attending a school-sponsored activity.¹
- 4 Such requests shall be submitted in writing to the principal, and any appeals regarding the principal's
- 5 decision shall be in accordance with state law.¹
- 6 The Director of Schools shall develop an administrative procedure on access to private facilities.

Legal References

1. Public Acts of 2021, Chapter No. 452

New Policy

Click here to choose a school board.

Monitoring: Review: Annually, in December	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or
3 federal law shall be taught.¹ The Director of Schools shall develop administrative procedures to
4 implement this policy.

5 **STATE STANDARDS²**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with
8 Common Core; or
9
- 10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
11 identified as Common Core textbooks or instructional materials.

12 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

13 All curriculum and instructional programming implemented in the school district shall adhere to state
14 and federal laws. District employees shall not include or promote any concepts that would violate state
15 law when providing instruction, using instructional or supplemental materials, or when implementing
16 the instructional program and curriculum.¹

17 The Director shall develop procedures to ensure that the district's instructional program complies with
18 state law.

Legal References

- 1. Public Acts of 2021, Chapter No. 205; Public Acts of 2021, Chapter No. 281; Public Acts of 2021, Chapter No. 471; Public Acts of 2021, Chapter No. 493
- 2. TCA 49-1-302(a)(8); TCA 49-1-314

Cross References

- Controversial Issues 4.800
- Controversial Materials 4.801

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date:
		Rescinds:	Issued:

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the regularly scheduled May meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, **[insert either shall or shall not]** be required to attend
3 summer programs.

4 Local attendance requirements are listed in the administrative procedures.

5 The Director of Schools shall be responsible for developing administrative procedures regarding the
6 attendance requirements of priority students in each program.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session,
Chapter No. 1
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Become Admin.

Hickman County Board of Education			
	Descriptor Term: Summer School	Descriptor Code: 4.204	Issued Date: 02/03/20
		Rescinds: 4.204	Issued: 01/08/18

1 Summer schools organized and operated as a part of the public school program shall be under the
2 control and management of the Board having jurisdiction and shall comply with rules and regulations
3 prescribed by the state and local boards of education.¹ The qualifications of the teachers, the equipment
4 and the standards enforced shall be the same as in the regular school term. All summer school work
5 shall be organized by, and under the direction of, the principal or a qualified person designated by the
6 local board of education. All summer school classes shall meet in the school building.

7 No subject required for graduation by the State Board of Education shall be taken for new credit during
8 summer school unless approved by the principal of the school where the student expects to graduate.

9 In summer schools, not more than one unit for new credit to two units in review (make-up) work can
10 be earned by a student.

11 For grades 1 through 8 summer schools shall be established only for removing deficiencies of pupils
12 and for providing opportunities for enrichment.

13 For grades 9-12, in order to earn one unit of credit, a minimum of 140 contract hours shall be required
14 to achieve one full unit of credit in summer school. Not more than three (3)-sixty (60) minute periods
15 a day shall be spent in recitation for one subject. Teachers shall not be permitted to teach more than
16 one course during any given class period. None of the eleven (11) subjects required for graduation
17 shall be taken for the first time during a summer school session unless the student has maintained a
18 cumulative grade point average of at least 3.5 or its equivalent. The Commissioner of Education may
19 grant a waiver of this rule upon appeal of the local education agency authorities in cases of hardship in
20 order that students may take eleventh or twelfth grade English classes in summer school for the first
21 time.

22 The Board shall annually determine the tuition rates.²

23 Three (3) unexcused absences in any course offered during summer school renders a student ineligible
24 to receive credit in that course.

25 Absences shall be classified as either excused or unexcused as determined by the principal or his/her
26 designee. Excused absences shall include:

- 27 1. Personal illness;
- 28 2. Illness of an immediate family member;
- 29 3. Death in the family;
- 30 4. Extreme weather conditions;

- 1 5. Religious observances; and
- 2 6. Circumstances which in the judgment of the principal or his/her designee create
- 3 emergencies over which the student has no control.

Legal References

- 1. TRR/MS 0520-01-03-.03(6)(a)
- 2. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Replace w/ Model Policy

Click here to choose a school board.			
Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.205	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Students in grades seven through twelve (7-12) may enroll in available advanced courses including,
3 but not limited to, advanced English language arts, mathematics, or science courses.¹

4 To enroll in these courses, students shall meet the following standards:

- 5 1. Honors Courses: grades and TCAP/EOC scores
- 6 2. Dual Credit Courses: grades and TCAP/EOC scores
- 7 3. Industry Certification-Aligned Courses: grades and TCAP/EOC scores
- 8 4. Dual Enrollment: grades and TCAP/EOC scores
- 9 5. Advanced Placement: grades and TCAP/EOC scores
- 10 6. Cambridge International: grades and TCAP/EOC scores
- 11 7. College Level Exam Program: grades and TCAP/EOC scores
- 12 8. International Baccalaureate: grades and TCAP/EOC scores

13 The principal of each school shall have the authority to require additional criteria for the
14 enrollment in advanced courses to fit the needs of the students within the school.

15 **NOTIFICATION¹**

16 Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in
17 advanced courses. The notification shall state that a student will remain enrolled in the course unless
18 the parent/guardian timely submits a written request for removal. The Director of Schools shall
19 determine the deadline to submit the request for removal.

20 Students may also be removed from an advanced course if the student's teacher determines that the
21 student should be removed based on performance after thirty (30) days of instruction and the principal
22 approves the request to remove the student.

23 **COLLEGE LEVEL COURSES²**

24 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
25 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
26 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
27 requirement course.

1 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
2 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due
3 to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

4 Grades earned in such college level courses shall be used to determine class rank, grade point average,
5 and class valedictorian or salutatorian.

6 **DUAL ENROLLMENT**

7 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
8 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
9 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
10 requirement course.³

Legal References

1. Public Acts of 2021, Chapter No. 170; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)
3. TRR/MS 0520-01-03-.03(8)(a)

Hickman County Board of Education

Descriptor Term: Family Life Education	Descriptor Code: 4.2013	Issued Date: 10/05/20
	Rescinds: 4.2013	Issued: 05/04/20

1 A family life education program shall be implemented within the school district in compliance with
2 state law.¹

3 The Board shall annually evaluate the program and shall conduct public hearings and parental
4 conferences at least once (1) each September as part of the evaluation.

5 A parent who chooses not to have a student participate in the family life education program shall
6 submit such request in writing to the director of schools. A student who is excused from family life
7 instruction shall be assigned alternative activities and shall not be penalized academically.

8 Prior to implementing the family life education curriculum, the Board shall conduct at least one (1)
9 public hearing at which the plan will be explained and parents and community members shall be given
10 the opportunity to express their opinions.

11 The goals of instruction for the family life education program shall be to:²

- 12 1. Provide accurate information about human reproduction, including conception, birth, and
13 prenatal care, with specific emphasis on the family unit and the responsibilities and
14 consequences relating to sexual activity;
- 15 2. Adapt this information to the age and grade level of students;
- 16 3. Promote, encourage and increase communication between parents and students;
- 17 4. Increase decision-making skills;
- 18 5. Offer information that will help students act responsibly;
- 19 6. Enhance and develop the student's self-esteem; and
- 20 7. Provide instruction on the prevention of dating violence.

21 Within these goals and at appropriate age and grade levels, the information presented will include:

- 22 1. Anatomy, physiology, and psychology of adolescence and sexual growth;
- 23 2. Marriage and responsibilities of family life;
- 24 3. Responsibilities of parents and child care;
- 25 4. Legal aspects of sexual conduct;
- 26 5. Self-respect, self-control, and individual differences among people;
- 27 6. Community resources;
- 28 7. Pregnancy and childbirth; and

- 1 8. Instruction on education, intervention, prevention, and treatment of: (A) child sexual abuse,
2 including such abuse that may occur in the home, in accordance with the declarations and
3 requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the
4 victim is a child.
- 5 Instruction on family life education shall emphasize that abstinence from sexual relations is the only
6 method of protection that is 100% effective.
- 7 Personnel involved in instruction regarding human sexuality will conduct such instruction with
8 maturity and discretion. Personnel providing family life instruction shall receive in-service training
9 prior to presenting such instruction.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1301

Hickman County Board of Education

Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 03/02/20
	Rescinds: 4.301	Issued: 01/08/18

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

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

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

18 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete
19 must provide proof of independently secured catastrophic coverage and liability coverage, with the
20 school system as a named insured, of not less than the limits set forth in TCA § 29-20-403.⁵ It shall be
21 the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all
22 students participating in interscholastic athletics.

23 Prior to participation in interscholastic athletics, every student must complete an annual physical
24 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the
25 examination, and these records shall be on file in the principal's office. It shall be the responsibility of
26 the parent(s) or guardian to provide health and hospitalization insurance for all students participating in
27 interscholastic athletics.

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

32 Students shall not be required to attend a school athletic event, or event related to participation on a
33 school athletic team, if the event is on an official school holiday, observed day of worship, or religious

1 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school
2 days prior to the event.⁸

3 SEVERE WEATHER⁴

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

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

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

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

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

Hickman County Board of Education

Descriptor Term:

Graduation Requirements

Descriptor Code:

4.605

Issued Date:

08/03/20

Rescinds:

4.605

Issued:

05/04/20

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:¹

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

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

10 **SPECIAL EDUCATION STUDENTS⁴**

11 Special education students who earn the prescribed twenty-four (24) 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
15 regular high school diploma,⁵ 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:^{1,4}

- 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 10th
2 grade 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
5 turn 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:⁴

- 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
18 minimum of five (5) units of credit for graduation per year. Students with hardships and gifted students
19 may appeal this requirement to the director of schools and then to the board.⁶

20 **EARLY GRADUATION⁷**

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 9th 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 (17) 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.

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; 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

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: Testing Programs	Descriptor Code: 4.700	Issued Date: 06/01/20
		Rescinds: 4.700	Issued: 10/07/19

1 The Board shall provide for a system-wide testing program which shall be periodically reviewed and
2 evaluated. The purposes of the program shall be to:

- 3 1. Assist in promoting accountability;
- 4 2. Determine the progress of students;
- 5 3. Assess the effectiveness of the instructional program and student learning;
- 6 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 7 5. Analyze the improvements needed in a given instructional area;
- 8 6. Assist in the screening of students with learning difficulties;¹
- 9 7. Assist in placing students in remedial programs;
- 10 8. Provide information for college entrance and placement; and
- 11 9. Assist in educational research by providing data.²

12 The director of schools shall be responsible for planning and implementing the program, which
13 includes:

- 14 1. Determining specific purposes for each test;
- 15 2. Selecting the appropriate test to be given;
- 16 3. Establishing procedures for administering the tests;
- 17 4. Making provision for interpreting and disseminating the results;
- 18 5. Maintaining testing information in a consistent and confidential manner; and
- 19 6. Ensuring that results are obtained as quickly as possible, especially when placement in a
20 special learning program might be necessary.

21 State-mandated student testing programs shall be undertaken in accordance with procedures published
22 by the State Department of Education.³

1 The director of schools may exclude Tennessee Comprehensive Assessment Program scores from
2 students' final grades if scores are not received by the district at least five (5) instructional days before
3 the end of the school year.^{4,5}

4 TNReady⁴ and EOC⁵ scores will be included in students' final grades as follows:

- 5 a) Grades 3-5 - 5% of the last nine (9) weeks
- 6 b) Grades 6-8 - 10% of the last nine (9) weeks
- 7 c) Grades 9-12 - 15% of the last nine (9) weeks

8
9 EOC scores will be incorporated into a student's report card using the target score method that
10 compares the student score to the distribution of the class. The director of schools may exclude end-of-
11 course (EOC) scores from students' final grades if scores are not received by the district at least five
12 (5) instructional days before the end of the course.^{4,5}

13 Before being included in the students' final grades, end-of-course (EOC) test scores will be converted
14 to a 100-point scale using the Target Score Method, which adjusts each student's score based on the
15 average of all students in the class in the county. The conversion is calculated as follows:
16

$$17 S_{EOC} = \left(\frac{P_{earned}}{P_{possible}} \right)^F \cdot 100\%$$

$$18 F = \frac{\log_{10} \left(\frac{S_{avg}}{100} \right)}{\log_{10} \left(\frac{P_{avg}}{P_{possible}} \right)}$$

19 Where, for a specific subject:

20 S_{EOC} = the student's EOC score, converted to a 100-point scale using the Target Score Method

21 P_{earned} = points earned by the student on the EOC test

22 $P_{possible}$ = maximum points possible on the EOC test

23 F = scaling factor

24 S_{avg} = the average classroom grade for all Hickman County Students in the class

25 P_{avg} = the average points earned on the EOC test for all Hickman County students in the class

26 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

27 Interest inventories shall be made available to 9th graders. These will include assessments such as the
28 Kuder assessment, Myers-Briggs Type Indicator, the ASVAB, or the College Board Career Finder.

29 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
30 school plan of study. Upon receiving the results from these assessments, the school shall provide

1 students with information on any available career and technical education opportunities in which the
2 student is eligible to participate in.

3 TESTING INFORMATION AND PARENTAL CONSENT

4 Any test directly concerned with measuring student ability or achievement through individual or group
5 psychological or socio-metric tests shall not be administered by or with the knowledge of any
6 employee of the system without first obtaining written consent of the parents or guardians.²

7 Results of all group tests shall be recorded on the students' permanent records and shall be made
8 available to appropriate personnel in accordance with established procedures.⁷

9 No later than July 31 of each year, the Board shall publish on its website information related to state
10 and board mandated tests that will be administered during the school year. The information shall
11 include:⁸

- 12 1. The name of the test;
- 13 2. The purpose and use of the test;
- 14 3. The grade or class in which the test will be administered;
- 15 4. The tentative date or dates that the test will be administered;
- 16 5. The time and manner in which parents and students will be notified of the results of the test;
- 17 6. How parents can access the questions and answers on their student's state-required tests; and
- 18 7. If a board mandated test, how the test complements and enhances student instruction and
19 learning and how it serves a purpose distinct from state-required test.

20 Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall
21 also be placed in student handbooks or other school publications that are provided to parents on an
22 annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
6. Public Acts of 2019, Chapter No. 108
7. TCA 10-7-504
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Hickman County Board of Education

Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 07/06/20
	Rescinds: 5.106	Issued: 08/06/18

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.¹ 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.²

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.³

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.⁴

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

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
2 employment for cause; or
3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
7 of the children;⁸
8 2. Who has been identified by the Department of Children's Services as a perpetrator of child
9 abuse, severe child abuse, child sexual abuse, or child neglect, or who poses an immediate
10 threat to the health, safety, or welfare of children;⁷
11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
12 of Health;⁷
13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
15 employment for cause; or
16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 *Professional Employees*

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

21 *Initial Employment*

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

27 *Support Employees*

28 After checking references and receiving written recommendations from principals and/or supervisors,
29 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. TCA 49-2-131
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. TCA 49-5-413(a),(f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359

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			
	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: 08/03/20
		Rescinds: 5.117	Issued: 05/07/18

1 *General*

2 To attain tenure status,¹ a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and
 3 recommended by the director of schools; and (3) receive a majority vote of the board.

4 **TENURE ELIGIBILITY²**

5 Teachers that meet the following requirements are eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has
 7 the equivalent amount of training established and is licensed by the state board of education;
 8
- 9 2. Holds a valid teacher license issued by the state board of education, based on training covering
 10 the subjects or grades taught;
 11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
 13 months within the last seven-year period, the last two (2) years being employed in a regular
 14 teaching position rather than an interim teaching position; and
 15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
 17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
 18 adopted by the state board of education, during the last two (2) years of the probationary
 19 period.

20 If a teacher has met all other requirements for tenure eligibility but has not acquired an official
 21 evaluation score during the last one (1) or two (2) years of the probationary period due to allowable
 22 circumstances outlined in state law, he/she may utilize the most recent two (2) years of available
 23 evaluation scores achieved during the probationary period to become eligible for tenure.³

24 **ACQUISITION OF TENURE STATUS**

25 Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for
 26 tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.⁴

27 The following additional guidelines shall apply:

- 28 1. The director of schools will recommend persons eligible for tenure at a board meeting in ample
 29 time to provide notice of non-renewal to each teacher not recommended for tenure within five (5)
 30 business days following the last instructional day for the school year.⁵
 31

- 1 2. The decision to grant tenure is solely within the discretion of the board.⁶ Only those teachers who
2 receive a majority vote of the membership of the board will be granted tenure.⁷
3
4 3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond
5 the current contract year.⁴

6 **TEACHER RETURNING TO EMPLOYMENT**

7 A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year
8 probationary period upon reemployment, unless the probationary period is waived by the board upon
9 request of the director of schools. Upon completion of the two-year period, the teacher shall either be
10 recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board,
11 the teacher shall be dismissed.⁸

12 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM⁹**

13 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
14 school system to begin employment in the Hickman County School System shall serve the regular
15 probationary period. The board, upon the recommendation of the director of schools, may waive the
16 probationary period and grant tenure status or shorten the probationary period.

17 If a nontenured teacher with fewer than five (5) years of service transfers from another school system,
18 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years
19 when service in both school systems is counted.

20 All tenure decisions made under this section are subject to the requirements concerning overall teacher
21 performance effectiveness levels.

22 **TEACHER RETURNING TO PROBATIONARY STATUS¹⁰**

23 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
24 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
25 returned to probationary status by the director of schools until the teacher has received two (2)
26 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
27 expectations” or “significantly above expectations.”

28 When a teacher who has returned to probationary status has received two (2) consecutive years of
29 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
30 “significantly above expectations,” the teacher is again eligible for tenure and shall be either
31 recommended by the director of schools for tenure or nonrenewed; provided, however, that the teacher
32 shall be dismissed if tenure is denied by the board.⁴

33 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021, Chapter No. 378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

Cross References

- Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Hickman County Board of Education

Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 01/04/21
	Rescinds: 5.200	Issued: 11/02/20

1 **SUSPENSION PENDING AN INVESTIGATION** ¹

2 The director of schools may suspend a teacher at any time that may seem necessary, pending investigation or
3 final disposition of a case before the board or an appeal. If the matter under investigation is not the subject of an
4 ongoing criminal investigation or a department of children's services investigation, and if no charges for
5 dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration.
6 Under no circumstances shall the director of schools suspend a teacher with pay. If vindicated or reinstated, the
7 teacher shall be paid full salary for the period of suspension.

8 **SUSPENSION OF THREE DAYS OR LESS** ^{2,3,4}

9 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
10 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1) provided
11 with written notice, including the reasons for the suspension along with an explanation of the evidence; (2)
12 given an opportunity to respond to the director at a conference, if requested within five (5) days; and (3) given a
13 written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the
14 conference, which shall be recorded.

15 Under no circumstances shall a director of schools suspend a tenured teacher with pay. If reinstated, the tenured
16 teacher shall be paid full salary for the period of suspension, unless suspension without pay is deemed to be an
17 appropriate penalty.

18 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS** ⁵

19 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as impartial
20 hearing officers, as defined under Tennessee law.

21 When charges are made against a tenured teacher, charging the teacher with offenses which may justify
22 dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating the
23 offenses which are charged and shall be signed by the party or parties making the charges.

24 If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater
25 than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a
26 copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education
27 advising the teacher of his/her legal duties, rights and recourse.

28 A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt
29 of notice give written notice to the director of schools of his/her request for a hearing.

30 The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list
31 maintained by the Board.

1 The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or
2 the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the
3 scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial
4 request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be
5 conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and
6 evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct
7 of the proceedings.

8 Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within
9 ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions.
10 The director of schools shall prepare a copy of the proceedings, including all transcripts and evidence,
11 documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the
12 notice of appeal.

13 The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The
14 appealing party may appear before the Board to argue why the adverse ruling should be over-turned. In no
15 event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend
16 additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of
17 the Hearing officer, send the record back for additional evidence, revise the penalty or reverse the decision. The
18 Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event
19 that the decision of the Board is appealed to the Chancery court, the Board shall transmit the entire record
20 prepared by the director and reviewed by the Board to the Chancery court for its review.

21 RESIGNATION

22 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date
23 of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating
24 circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and
25 permit a teacher to resign in good standing.

26 The conditions under which it is permissible to break a contract with the Board are as follows:

- 27 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement
28 of a physician approved by the Board;
- 29 2. The release by the Board of the teacher from the contract which the teacher has entered into with the
30 Board.⁶

31 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of
32 return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to
33 render such notice may be considered a breach of contract.⁷

34 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State
35 Board of Education and request the suspension of a teacher's certificate. After the State Board of Education has
36 provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the
37 certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸

38

39

1 RETIREMENT

2 Retirement shall mean a termination of services under conditions which will allow the employee to draw
3 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may
4 elect to retire at any age according to the provisions of the retirement system.

5 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
6 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
7 office. It shall be the responsibility of the retiring employee to file for benefits.

8 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year
9 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the
10 Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel
11 are available to substitute teach.⁹

12 The director of schools may employ teachers retired for at least one year for full-time employment as a
13 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or
14 suspended under certain conditions, which include but are not limited to the following:¹⁰

- 15 1. The director of schools of the employing system must certify in writing that no other qualified
16 individuals are available to fill the position;
- 17 2. The Commissioner of Education must certify that the employing school system serves an area that lacks
18 qualified teachers to serve in the position to be filled;
- 19 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 20 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive
21 medical insurance coverage; and
- 22 5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board
23 for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the
24 rate of compensation set by Board for teachers with comparable training and years of experience filling
25 similar positions.

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b)
9. TCA 8-36-805
10. TCA 8-36-821

Cross References

- Public Hearings 1.401
Recommendations and File Transfers 5.203

Hickman County Board of Education

Descriptor Term:

**Separation Practices for Non-Tenured
Teachers**

Descriptor Code:

5.201

Issued Date:

11/02/20

Rescinds:

5.201

Issued:

10/05/20

1 **SUSPENSION PENDING AN INVESTIGATION**¹

2 The director of schools may suspend a teacher at any time that may seem necessary, pending
3 investigation or final disposition of a case before the board or an appeal. If the matter under
4 investigation is not the subject of an ongoing criminal investigation or a department of children's
5 services investigation, and if no charges for dismissal have been made, a suspension pending
6 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the director
7 of schools suspend a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher
8 shall be paid full salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS**²

10 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
12 provided with written notice, including the reasons for the suspension along with an explanation of the
13 evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both
15 parties may be represented by counsel at the conference, which shall be recorded.

16 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS**

17 The director of schools may dismiss or suspend for more than three days any non-tenured teacher
18 **during the contract year** for incompetence, inefficiency, insubordination, improper conduct or
19 neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

20 The director of schools shall give the non-tenured teacher an opportunity for a full and complete
21 hearing before an impartial hearing officer.²

22 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
23 hear the case and the employee shall have the right to:

- 24 1. be represented by counsel;
- 25 2. call and subpoena witnesses;
- 26 3. examine all witnesses; and
- 27 4. require that all testimony be given under oath.

28 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to
29 the affected employee within ten (10) working days following the close of the hearing. The employee
30 may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the
31 written decision to the employee. Written notice of appeal to the Board shall be given to the director of

1 schools. Within twenty (20) days' of receipt of notice, the director shall prepare a copy of the
2 proceedings, transcript, documentary and other evidence presented and provide the Board a copy of the
3 same.

4 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
5 appear in person or be represented by counsel and argue why the decision should be modified or
6 reversed. The Board shall take one of the following actions:

- 7 1. sustain the decision;
- 8 2. send the record back if additional evidence is necessary; or
- 9 3. revise the penalty or reverse the decision.

10 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
11 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
12 after the conclusion of the hearing.

13 The director of schools shall also have the right to appeal any adverse ruling by the Hearing Officer in
14 same manner as the non-tenured teacher.

15 Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to
16 the chancery court in the county where the school system is located. The Board shall provide the entire
17 record of the hearing to the court.

18 **NONRENEWAL**

19 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
20 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
21 or tenure protections.

22 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
23 tenured teacher and providing assistance for overcoming these deficiencies.

24 The director of schools is under no obligation to re-employ non-tenured teachers at the end of their
25 con- tract period. If the director of schools determines not to renew the contract of a non-tenured
26 teacher,¹ the following action shall be taken:

- 27 1. The Board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,
29 or by email within five (5) business days following the last instructional day for the school
30 year.³

31 **RESIGNATION**

32 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the
33 effective date of the resignation.⁴ The Board may waive the thirty (30) days-notice requirement and
34 permit a teacher to resign in good standing.

35 The conditions under which it is permissible to break a contract with the Board are as follows:⁵

- 1 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
2 statement of a physician approved by the Board;
- 3 2. The release by the Board of the teacher from the contract which the teacher has entered into
4 with the Board.

5 Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the
6 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
7 Failure to render such notice may be considered a breach of contract.⁶

8 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
9 the State Board of Education and request the suspension of a teacher's certificate. After the State Board
10 of Education has provided the teacher an opportunity for defense during a hearing, the State Board of
11 Education may suspend the certificate for no less than thirty (30) and no more than three hundred
12 sixty-five (365) days.⁷

13 **RETIREMENT**

14 Retirement shall mean a termination of services under conditions which will allow the employee to
15 draw benefits from retirement plans and/or social security benefits.

16 Employees eligible for retirement benefits may elect to retire at any age according to the provisions of
17 the retirement system. Central office personnel shall assist employees in securing retirement benefits;
18 however, it shall be the responsibility of the retiring employee to provide verification of eligibility in
19 writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for
20 benefits.

21 Employees who retire under TCRS may be employed up to one hundred twenty (120) days per year
22 without loss of retirement benefits. Retired teachers may substitute teach for additional days if the
23 director of schools certifies in writing to the Division of Retirement that no other qualified personnel
24 are available to substitute teach.⁸

25 The director of schools may employ teachers retired for at least one year for full-time employment as a
26 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost
27 or suspended under certain conditions, which include but are not limited to the following:⁹

- 28 1. The director of schools of the employing system must certify in writing that no other qualified
29 individuals are available to fill the position;
- 30 2. The Commissioner of Education must certify that the employing school system serves an area
31 that lacks qualified teachers to serve in the position to be filled;
- 32 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
- 33 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or
34 receive medical insurance coverage; and
- 35 5. The salary paid to the retired member shall not be less than the rate of compensation set by the
36 Board for teachers with no experience filling similar positions, nor more than eighty-five
37 percent (85%) of the rate of compensation set by Board for teachers with comparable training
38 and years of experience filling similar positions.

- 1 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
- 2 *does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of*
- 3 *non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this*
- 4 *policy.)*

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4)
8. TCA 8-36-805
9. TCA 8-36-821

Cross References

Public Hearings 1.401
Recommendations and File Transfers 5.203

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 01/04/21
		Rescinds: 6.200	Issued: 12/02/19

1 Attendance is a key factor in student achievement and therefore, students are expected to be present
2 each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at
3 3:00 p.m. unless so noted on the Board approved calendar.

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

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

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

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

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31
- 32 6. Pregnancy;
- 33

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

7 The principal shall be responsible for ensuring that:⁶

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

18 **TRUANCY**

19 *General*

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

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

33 The director of schools/designee shall develop appropriate administrative procedures to implement this
34 policy.

35 *Progressive Truancy Intervention Plan*⁸

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

1 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
2 framework outlined below.

3 **Tier I**

4 Tier I of the progressive truancy plan shall apply to all students within the district and include
5 schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall
6 include, but are not limited to,

- 7 1. A conference with the student and the student's parent/guardian;
8
- 9 2. An attendance contract, based on the conference, signed by the student, the parent/guardian,
10 and an attendance officer. The contract shall include:
 - 11 a. A specific description of the school's attendance expectations for the student;
 - 12 b. The period for which the contract is effective. The term of the contract must not exceed
13 ninety (90) school days or continue beyond the last day of the semester, whichever
14 comes first; and
 - 15 c. Penalties for additional absences and alleged school offenses, including additional
16 disciplinary action and potential referral to juvenile court; and
17
- 18 3. Regularly scheduled follow-up meetings to discuss the student's progress.
19

20 If the student accumulates additional unexcused absences in violation of the attendance contract, in
21 Tier I, he/she shall be subject to Tier II.

22 **Tier II**

23 An individualized assessment by a school employee of the reasons a student has been absent from
24 school. This may result in referral to counseling, community-based services, or other services to
25 address the student's attendance problems.

26 **Tier III**

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

28 Tier III interventions must include a review of the previous individualized assessment and an amended
29 attendance contract but may also result in further action including but not limited to a review of grades
30 and the discipline record, a referral to restorative justice programs, a referral to community-based
31 services, or a referral to the Department of Children's Services.

32 These interventions shall be determined by a team formed at each school. The interventions shall
33 address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director
34 of Schools/designee.

35

36

1 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY**⁹

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

- 8 1. Student's name and personal identification number;
- 9
- 10 2. Student's grade;
- 11
- 12 3. The dates of the student's absence;
- 13
- 14 4. The reason for the student's absence; and
- 15
- 16 5. The signatures of the student and parent/guardian.

17 **RELEASED TIME COURSE**¹⁰

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

21 The student shall submit a written consent form signed by the student's parent/guardian prior to
22 participation in the released time course. The principal/designee shall document the approval in
23 writing. The student shall provide documentation to the principal/designee as proof of the student's
24 participation in the released time course.

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

26 Upon submission of the student's transcript from the entity that provided the released time course, the
27 student may be awarded one-half (1/2) unit of elective credit.

28 The Director of Schools shall develop procedures with secular criteria for determining whether credit
29 shall be awarded.

30 **MILITARY SERVICE OF PARENT/GUARDIAN**

31 School principals shall provide students with a one-day excused absence prior to the deployment of
32 and a one-day excused absence upon the return of a parent or custodian serving active military service.

33 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
34 parent or guardian during a deployment cycle. The student shall provide documentation to the school
35 as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork
36 missed during the these absences.¹¹

1

2 MAKE-UP WORK

3 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
4 the student makes the request immediately upon returning to school and provided instruction time is
5 not taken from other students.

6 A grade of incomplete will be received for any work missed until the work is completed. A student
7 may have up to three (3) days to make up work from a single absence and up to five (5) days to make
8 up work from an absence longer than a single day. It is the student's responsibility to make
9 arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be
10 recorded for the assignments.

11 For school-sponsored activities, the student will be required to make up all work missed and will
12 receive full credit for the assignment or upon completion of a test. The student will not be counted
13 absent for a school sponsored event (school planned, school-directed, and teacher supervised).

14 STATE-MANDATED TESTS/END OF COURSE EXAMS

15 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
16 excuse or must have been given an excused release by the principal prior to testing to receive an
17 excused absence. Students who have excused absences will be allowed to take a make-up exam that
18 will count as 15% of their grade. Excused students will receive an incomplete in the course until they
19 have taken the End of Course Exam.

20 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
21 be averaged into their final grade at 15%.

22 CREDIT/PROMOTION DENIAL

23 Credit/promotion denial determinations may include student attendance, however, student attendance
24 may not be the sole criterion.¹² However, if attendance is a factor, prior to credit/promotion denial, the
25 following shall occur:

26

27 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
28 to excessive absenteeism.

29 2. Procedures in due process are available to the student when credit or promotion is denied.

30 DRIVER'S LICENSE REVOCATION²

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

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

1 **ATTENDANCE HEARING**¹³

2 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion
 3 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
 4 principal. If the student chooses to appeal, the student or their parent/guardian shall be provided
 5 written or actual notice of the appeal hearing and shall be given the opportunity to address the
 6 committee. The committee will conduct a hearing to determine if any extenuating circumstances exist
 7 or to determine if the student has met attendance requirements that will allow him/her to pass the
 8 course or be promoted. Upon notification of the attendance committee decision, the principal shall
 9 send written notification to the director of schools/designee and the parent(s)/guardian(s) of the student
 10 of any action taken regarding the excessive unexcused absences. The notification shall advise
 11 parents/guardian(s) of their right to appeal such action within two (2) school days to the director of
 12 schools/designee.

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

14 Within five (5) school days of the director of schools/designee rendering a decision, the student's
 15 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 16 Following the review, the Board may affirm or overturn the decision of the director of
 17 schools/designee. The action of the Board shall be final.

18 The director of schools/designee shall ensure that this policy is posted in each school building and
 19 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
13. TRR/MS 0520-01-02-.17(2)

Cross References

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

Hickman County Board of Education

Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 01/04/21
	Rescinds: 6.202	Issued: 10/01/18

1 A "home school" is a school conducted or directed by parent or parents or legal guardian or guardians
2 for their own children. Home schools which teach K-12 where the parents are associated with an
3 organization that conducts church-related schools (*as defined by §49-50-801*) which are supervised by
4 such organization and which administer standardized achievement tests at the same time tests are given
5 in their regular day schools are exempt from the following provisions, but must follow procedures
6 issued by the State Department of Education.¹

7 A parent wishing to conduct a home school shall meet the following requirements:²

- 8 1. Provide annual notice to the director of schools before the commencement of each school
9 year of the intent to conduct a home school;
- 10 2. Submit to the director of schools the name, number, age, grade level of children involved,
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications
12 of the parent/teacher, whether a college preparatory or general course of education will be
13 taught in grades 9-12, and a description of the courses to be taught each year;
- 14 3. Maintain attendance records, subject to inspection of the local director of schools;
- 15 4. Submit attendance records to the director of schools at the end of each school year;
- 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional
17 days as are required by state law for public schools;³
- 18 6. Possess a high school diploma, GED, or HiSET;⁴
- 19 7. Cooperate in the administration to home school students of appropriate tests by the
20 Commissioner of Education, his/her designee or by a professional testing service;
- 21 8. Take action according to state law if home school student falls behind appropriate grade
22 level;
- 23 9. Submit proof to the director of schools that the home school student has been vaccinated as
24 required by law;⁵
- 25 10. Submit proof to the director of schools that other health services and examinations as
26 required by law have been received by the home school student; and
27
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- 1 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific
2 subject, employ a tutor having the same qualifications as required of parent/teacher.

3 If one or more of these requirements are not met, the Board authorizes the director of schools to take
4 formal action to bring the child into compliance with the Compulsory Attendance Law (until the child
5 has reached age 17), either in the home school or in a public, private or church-related school.

6 It shall be the policy of this Board that public school facilities shall be available for home school
7 instruction only when *all* of the following conditions exist:

- 8 1. Special needs courses are being taught which require services unavailable to the home school
9 student;
- 10 2. These services cannot be provided through any means other than the public schools;
- 11 3. Requests for services are made known by the home school parent when notice is given to the
12 director of schools of the intent to conduct a home school;
- 13 4. The director of schools investigates request and make recommendations to the Board;
- 14 5. No overcrowding, additional expenses, including providing transportation, or other special
15 situations which interfere with the normal operation of the school system shall be incurred;
16 and
17 6. Approval by the Board on a case-by-case basis.

18 The director of schools, through the attendance supervisor, shall have the attendance records of the
19 home school inspected at least two (2) times each school year in order to provide assistance in
20 implementing the Compulsory Attendance Law.
21

22 **Student Performance⁶**

23 If a home school student falls more than one (1) year behind his appropriate grade level in his/her
24 comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have
25 taught the child at his/her grade level determines through appropriate means that the student is not
26 learning disabled, the director of schools shall require the parents to enroll the child in a public, private
27 or church-related school.
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31
32

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a)
4. Public Acts of 2021, Chapter No. 493
5. TCA 49-6-5001
6. TCA 49-6-3050(b)(6)

Compulsory Attendance Ages 6.201

Hickman County Board of Education

Descriptor Term:

Alternative Education

Descriptor Code:

6.319

Issued Date:

03/01/21

Rescinds:

6.319

Issued:

10/05/20

1 *General*

2 The Board shall operate an alternative school program for students in grades 6-12 who have been
3 suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students
4 who display inappropriate behavior (Grade 6 - Zero Tolerance only).¹ Attendance in alternative school
5 programs shall be mandatory and students attending an alternative school located other than at their
6 home school shall provide their own transportation.

7 An alternative school is a short-term intervention program designed to provide educational services
8 outside the regular school program for students who have been suspended or expelled. The alternative
9 school is located in a separate facility from the regular school program.

10 Alternative school programs shall be operated in accordance with state laws and the rules of the State
11 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
12 instructional programs at the student's home school.²

13 The director of schools shall develop procedures that provide appropriate educational opportunities for
14 all students assigned to an alternative education program. These educational opportunities shall utilize
15 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
16 instructional techniques, and provide the resources necessary to foster student learning and
17 achievement.

18 Annually, the director of schools/designee shall submit the following information to the Department of
19 Education:

- 20 1. Alternative school(s) or program(s) currently in operation in the district;
- 21
- 22 2. Number and grade level of students served in an alternative education program;
- 23
- 24 3. Primary reason for student assignment to an alternative education program; and
- 25
- 26 4. Number of faculty and staff serving each alternative education program.

27 **ASSIGNMENT³**

28 The Director of Schools/designee is not required to assign a student to the alternative school or
29 program if the student committed one of the following:

- 30 1. A zero tolerance offense;⁴ or

1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
2 students at the school, if the location of the alternative school or program is on the same grounds as the
3 school from which the student was disciplined.⁵

4 Prior to the assignment of the student to an alternative school program, the director of schools/designee
5 shall provide written notice to the student's parent/guardian stating the reason for the student's
6 placement.⁶

7 Placement in an alternative education setting shall be reserved for students who significantly disrupt
8 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
9 suspected of having a disability, all state and federal laws, rules, and regulations related to special
10 education shall be followed. The director of schools/designee shall develop procedures regarding
11 placement of students in the program, taking in to consideration the impact of exclusionary discipline
12 practices.⁷

13 Attendance in alternative school programs shall be mandatory, and students attending an alternative
14 school located outside of the school district shall provide their own transportation.

15 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
16 student enrolled in an alternative education program.

17 **REMOVAL⁸**

18 A student may be removed from the alternative school or program if:

19 1. He/she violates the rules of the alternative school or program; or

20 2. He/she is not benefitting from the assignment and all interventions have been exhausted
21 unsuccessfully.

22 **ADDITIONAL OFFENSES⁹**

23 Any new disciplinary offense committed during a student's original suspension or expulsion period
24 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
25 original suspension or expulsion.

26 **TRANSITION PLANS¹⁰**

27 The director of schools/designee shall develop procedures regarding the implementation of transition
28 plans for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

Special Education 4.202
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

Hickman County Board of Education

Descriptor Term:

Physical Examinations and Immunizations

Descriptor Code:

6.402

Issued Date:

05/03/21

Rescinds:

6.402

Issued:

04/05/21

1 PHYSICAL EXAMINATIONS¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:

- 3 1. Entering school for the first time.² This applies to kindergarten, first grade and other
4 students for whom there is no health record; and
5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.³

8 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be
9 on file in the principal's office.

10 Screening tests for vision, hearing, scoliosis and lice will be conducted. Parents/Guardians will receive
11 written notice of any screening result that indicates a condition that might interfere or tend to interfere
12 with a student's progress.

13 In general, the school district will not conduct physical examinations of a student without parental
14 consent to do so or by court order, unless the health or safety of the student or others is in question.⁴

15 IMMUNIZATIONS

16 No students entering school, including those entering kindergarten or first grade, those from out-of-
17 state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of
18 immunization, as determined by the Commissioner of Public Health.^{2,5} It is the responsibility of the
19 parents or guardians to have their children immunized and to provide such proof to the principal of the
20 school which the student is to attend.⁵
21

22 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
23 written statement that such measures conflict with the one of the following:
24

- 25 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
26 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
- 27 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
28 him/her from the immunization.⁶
29

30 Proof of exceptions will be in writing and filed in the same manner as other immunization records.

- 1 The Director of Schools shall ensure that appropriate immunization records are maintained for each
- 2 student.
- 3 A list of transfer students shall be kept at each school throughout the school year in order that their
- 4 records can be monitored by the Department of Health and Environment.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TRR/MS 0520-01-03-.08(2)(b)
4. Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
5. TCA 49-6-5001(a),(c) Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(b)(c)(2)

Cross References

Promoting Student Welfare 6.400



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

To: School Board Members
From: Misty Shelton
Date: July 2021

1st Reading:

Policy 1.8011 - Emergency Closings

Public Chapter 384 prevents local governmental entities from designating certain employees as essential. At the beginning of the pandemic, TSBA updated model policy to align with the need to allow some employees to be physically present in the building while others worked from home, resulting in some employees being designated as essential. Based on this new law, however, they have removed the language regarding essential employees.

Policy 3.205 - Security

Districts must now include cybersecurity in their safety plans. This will be included in the state-level template and districts are tasked with identifying how to keep these networks and technologies safe from cyberattacks and other cybersecurity threats and incidents. TSBA has updated their model policy to include a provision on this topic.

Policy 3.211 - New Project Planning

The State Board of Education revised its regulation on plans for new facilities. These plans are no longer required to be submitted to the Commissioner of Education for approval. TSBA has removed language on this requirement from their model policy.

Policy 3.220 - Access to Private Facilities

Public Chapter 452 allows students and employees to request reasonable accommodations if greater privacy is desired in a multi-occupancy restroom, changing facilities, or sleeping quarters when attending a school-sponsored activity. This new law also makes it possible for students and employees to pursue a legal action against the school district if: (1) they enter a bathroom or changing facility; (2) they encounter a member of the opposite sex; and (3) the school district intentionally allowed that member of the opposite sex to enter the facility while others were present. While this policy is not required by law, having a policy in place on this topic is one way that the district can attempt to address this matter. TSBA has created a model policy that aligns with this new law.

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Policy 4.101 - Instructional Standards

Several recent changes to state law impact the materials and content that can be included in classroom instruction. TSBA has created this new model policy to align with these updated state laws. Adopting this policy is not required by state law, however, doing so would allow the Board to show compliance with the new standards.

Policy 4.204 - Summer Instructional Programs

Several changes were made during the Special Legislative Session that impacted summer programming. TSBA has updated this model policy to include the additional summer programs that will be offered to students. Certain factors, as outlined in this new state law, determine student eligibility for these programs. Boards have the discretion when determining whether to require the attendance of priority students in summer instructional programming. If the Board chooses to require the attendance of priority students, this information must be included in policy.

Policy 4.205 - Enrollment in Advanced Courses

Boards are now required to adopt a policy detailing how students can enroll in advanced courses. This policy must list objective enrollment criteria including TCAP scores and grades. TSBA has updated policy 4.205 to align with this change to state law, and recommend that Boards include the criteria of those courses offered by the district.

Policy 4.213 - Family Life Education

State law now requires that all Boards adopt a policy on family life curriculum. Previously, only districts in counties with higher teen pregnancy rates had to comply with this requirement.

Policy 4.301 - Interscholastic Athletics

Two new laws change the requirements for student athletics. Public Chapter 40 requires Boards to adopt a policy that ensures student athlete compliance with new standards for participation in sports. This new requirement only permits members of one biological sex to compete on sex segregated athletic teams.

Additionally, Public Chapter 272 includes new requirements for coaches and the safety of student athletes. In particular, coaches must now adhere to locally developed codes of conduct and undergo training on severe weather and other safety protocols. TSBA has revised this policy to align with these new legal requirements.

Policy 4.605 - Graduation Requirements

The number of credits required to graduate early under the Move On When Ready Act has been reduced to seventeen. Previously, this requirement was set at eighteen. As a result, TSBA updated their model policy to reflect this change.

Policy 4.700 - Testing Programs

Districts must now provide students with information on available career and technical education opportunities after aptitude assessments are administered. TSBA has updated their model policy to reflect this requirement.

Policy 5.106 - Application and Employment & Policy 5.802 - Qualifications and Duties of the Director of Schools

Public Chapter 211 allows the Director of Schools to hire individuals with a teaching permit if a teacher with a valid license is not available. TSBA has updated their model policy 5.106 to clarify

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that this is an option. This legal change also impacts policy 5.802 as the Director of Schools would be required to report potential misconduct by these individuals to the State Board of Education in the same manner that is done for licensed teachers.

Policy 5.117 - Teacher Tenure

Due to the cancellation of TNReady tests during the pandemic, there are no teacher evaluation scores from the 2019-2020 school year. Public Chapter 2 from the Special Legislative Session clarifies that the two most recent evaluation scores can be used when determining tenure.

Additionally, Public Chapter 378 changes the requirements for providing notice of nonrenewal to teachers. This notice must now be sent to teachers by certified mail, overnight carrier, or email so that it will be received within five business days following the last instructional day. The model policy has been updated to align with both of these legal changes.

Policy 5.200 - Separation Practices for Tenured Teachers

Previously, state law gave the Commissioner of Education the authority to suspend a teacher's license if he/she broke a contract with a local board of education. Under this new change to state law, this authority now rests with the State Board of Education. TSBA has updated this policy to reflect that change.

Policy 5.201 Separation Practices for Non-Tenured Teachers

TSBA has also updated model policy 5.201 based on the previously mentioned changes: (1) to the way that notice of nonrenewal is provided to teachers; and (2) the fact that the authority for suspending a license now rests with the State Board of Education.

Policy 6.200 - Attendance

Public Chapter 223 changes the tiers of the progressive truancy plan. Under this new law, Tier I applies to all students. Policy has been updated to reflect these changes.

Policy 6.202 - Home Schools

In order to conduct a home school, parents must meet certain criteria. Previously, this included having a high school diploma or a GED. A change to state law, however, now includes parents with High School Equivalency Test (HiSET) in this category. This updated model policy includes this additional qualification option.

Policy 6.319 - Alternative Education

Public Chapter 229 creates another exception regarding assignment to an alternative school or program. Now, a Director of Schools is not required to assign a student to the alternative school or program if: (1) the student committed an offense of violence or threatened violence or an offense that threatened the safety of other students in the school; and (2) the location of the alternative school or program is on the same grounds from which the student was disciplined. TSBA has updated the model policy to include this exception.

Policy 6.402 - Physical Examinations and Immunizations

State law now includes an additional vaccine exemption. If in the future any COVID-19 or variant vaccine is required for students, an exemption will be granted for individuals whose religious tenets and practices conflict with vaccination. TSBA has updated their model policy to include this additional exemption.

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Up for deletion:

6.318- Admission of Suspended or Expelled Student- due to the 6.203 wording “No student shall be granted entrance under disciplinary action from another system.”

Informational Items

TSBA wanted to send out the below items for informational purposes. While these items do not necessarily require any policy changes, they want you to be aware of the new legal requirements and how they may impact board policy and operations.

Public Chapter 96

This law clarifies that boards of education have the sole authority to open or close schools unless the Governor issues an executive order or a local health board or other public official issues an order to the contrary.

View Public Chapter 96 by [clicking here](#).

Public Chapter 116

Under this new law, students participating in 4-H activities must be counted as present. In general, this information is not something Boards typically cover in policy. This change would impact attendance supervisors and administrative procedures on the topic.

View Public Chapter 116 by [clicking here](#).

Public Chapter 134

This Public Chapter clarifies, among other things, when isolation and restraint can be used for special education students. Specifically, it mentions that use of a seat belt or a restraint for medical protection is not prohibited under state law.

View Public Chapter 134 by [clicking here](#).

Public Chapter 161

This legislation allows school personnel to provide information on suspected child abuse or child sexual abuse to the child's parent/guardian: (1) when required by federal law or regulation; (2) when the parent/guardian is not considered the alleged perpetrator or in any way complicit; and (3) the notification is done in conjunction with the Department of Children's Services.

View Public Chapter 161 by [clicking here](#).

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Public Chapter 169

A recent change to state law establishes that out-of-state immunization records are sufficient proof when enrolling students with parents serving in the military. This legislation was filed to address concerns regarding military parents being required to go through extra steps to establish sufficient proof of immunization records for their children. The new law clarifies that these records are sufficient.

View Public Chapter 169 by [clicking here](#).

Public Chapter 180

Under this new law, a total of thirteen stockpile days can accumulate per year. These days can be used during a pandemic without the need for approval from the Commissioner of Education.

View Public Chapter 180 by [clicking here](#).

Public Chapter 281

If a district plans to provide instruction on sexual orientation or gender identity, parents must be given thirty days notice. Please be aware of this new law if this type of instruction is something your district is planning on implementing.

View Public Chapter 281 by [clicking here](#).

Public Chapter 341

Public Chapter 341 requires all textbooks and instructional materials adopted by the Board to be available on the district's website for public inspection. This law also requires textbook publishers to provide districts with online access to these materials.

View Public Chapter 341 by [clicking here](#).

Public Chapter 472

This new law eases restrictions on conflicts of interest for districts operating under the County Financial Management Act of 1981. Previously, no indirect conflicts of interest were allowed. Because of this change, however, indirect conflicts are permissible if they are acknowledged. We are working on an update to several policies on ethics and will be sending these model policies out separately.

View Public Chapter 472 by [clicking here](#).

Public Chapter 479

This law goes into effect for the 2022-2023 school year and impacts open enrollment. We are working on updating our model policies on this topic and will be sending them out separately.

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View Public Chapter 479 by [clicking here](#).

Public Chapter 519

Under this new law, Boards are required to post a list of all courses offered online along with a list of materials that will be used. This law goes into effect on July 1, 2022.

View Public Chapter 519 by [clicking here](#).

Up for review:

Will start the 3rd two year review in August.

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

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The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

Hickman County Board of Education

	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 03/01/21
		Rescinds: 6.318	Issued: 01/07/19

1 The Board may deny admission of any student (except those in state custody) who has been expelled or
2 suspended from another school system in Tennessee or another state even though the student has
3 established residency in the system in which s/he seeks enrollment.

4 After a request for enrollment is made, the director of schools shall investigate the facts surrounding the
5 suspension/expulsion from the former school system and make a recommendation to the Board to
6 approve or deny the request.

7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

8 If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of
9 Education, notify the Commissioner of Education of the decision.

10 Any school system that accepts enrollment of a student from another school system may dismiss the
11 student if it is determined subsequent to the enrollment that the student has been suspended or expelled
12 from the former school system.¹

Legal References

1. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600-604

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Golf

Proposed fundraising activities: BSW My team Shop

Purposed Uses of funds raised

Uniforms/gear/fees

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

Golf team

Method by which school will receive profit % of sales

Requested by Zach Bentley Date 6-3-21
Name/Title

Approved by Uma S. Shippert Date 6-4-21
Principal

Approved by Michelle Shivers Date 6/10/21
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 EHHS Cheerleading

Account Number 6014

Proposed fundraising activities: calendar - select a space and pay that amount

Purposed Uses of funds raised: competition fees, bus fees, new uniforms

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

specifically for cheer with community involvement friends/families

Method by which school will receive profit: check/cash

Requested by: Rachel Smith / coach
Name/Title

5-17-21
Date

Approved by: Michelle Saem
Principal

5-17-21
Date

Approved by: Michelle Hivert
Director of Schools*

6/9/21
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.

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Cheerleading

Account Number 014

Proposed fundraising activities: Fan cloth

Purposed Uses of funds raised: competition fees, bus fees, new uniforms

Expected Student involvement (school-wide or specific school organization):
school / community

Method by which school will receive profit: check

Requested by: Rachel Smith/coach 5-17-21
Name/Title Date

Approved by: Michael Deems _____
Principal Date

Approved by: Michelle Gilbert 5/9/21
Director of Schools* 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.

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Cheerleading

Account Number 614

Proposed fundraising activities: paint party at Painted Grace studio in Dickson, TN

Purposed Uses of funds raised: uniform offset, competition fees, bus fees, signs

Expected Student involvement (school-wide or specific school organization): school / county-wide; families / friends of community

Method by which school will receive profit: check

Requested by: Rachel Smith
Name/Title

4-7-21
Date

Approved by: [Signature]
Principal

4-8-21
Date

Approved by: [Signature]
Director of Schools*

6/10/21
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.