
REGULAR BOARD MEETING
Monday, November 1, 2021 7:00 PM
Room 203 Central Office

- I. Call To Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of October 4, 2021 Regular Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month
- VII. Communications to the Board
 - A. Director's Report
 - B. Financial Report
 - C. OPEB Quarterly Financial Statement
- VIII. Items Requiring Board Action
 - A. Trip Request
 - 1. HCMS Junior Beta Club
 - B. Budget Amendments
 - C. Supplement Split Request
 - D. 2022-2023 School Calendar Recommendation
 - E. 2021 Compliance Report
 - F. Revised Board Policies 6.306, 6.313, 6.4081, 5.701 (1st Reading)
 - G. Revised Board Policies 4.401, 6.300 (2nd Reading)
 - H. Board Policy Review 1.402-1.603
- IX. Announcements
 - A. Board of Education Work Session--Monday, November 8, 2021 at 6:00 p.m. at EHHS Library
 - B. Attachments
- X. Adjourn

Monday, October 4, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, October 4, 2021, at 7:00 p.m. in the library of Hickman County High School. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, Tim Hobbs, and Jim Hudgins. Vance Willis was absent from the meeting.

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

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

Steve Gianakos made a motion to approve the minutes from the board meeting held on August 2, 2021. Jane Herron seconded the motion.

Monday, August 2, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, August 2, 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, Ron Gammons, Steve Gianakos, Jim Hudgins, and Vance Willis. Tim Hobbs and Jane Herron were absent from the meeting.

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

The group recited the Pledge of Allegiance.

Steve Gianakos made a motion to approve the minutes from the board meeting on July 12, 2021. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Vance Willis made a motion to approve the agenda for the meeting on August 2, 2021. Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, August 2, 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 July 12, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Jane Herron
 - B. Student Recognition of HCHS JROTC--Amy Bryant
 - C. School Nutrition Team--Vance Willis
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Trust Quarterly Statement--Board Chair
- VIII. Items Requiring Board Action
 - A. Budget Amendments--Business Officer

- B. Tennis Expansion Pilot--Director of Schools
- C. JUUL Lawsuit Participation--Director of Schools
- D. 2021-2022 Audit Contract--Director of Schools
- E. Revised Board Policies 4.206, 4.212 (1st Reading)--Director of Accountability
- F. Revised Board Policies 1.8011, 3.205, 3.211, 3.220, 4.101, 4.204, 4.205, 4.2013, 4.301, 4.605, 4.700, 5.106, 5.117, 5.200, 5.201, 6.200, 6.202, 6.319, 6.402 (2nd Reading) --Director of Accountability
- G. Board Policy Review 1.100--1.202--Director of Accountability
- IX. Announcements
- X. Adjourn

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

Ron Gammons recognized Debbie Gross as Hickman County Schools Employee of the Month for August.

Vance Willis recognized Sharon Burns and the Hickman County Schools Nutrition team as Heroes from the No Kid Hungry program.

Ron Gammons made a motion to accept the Director's Report as presented. Steve Gianakos seconded the motion.

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: July 23, 2021
 RE: August Director's Report

Leave of Absence

Professional
Support Staff

Misty Willis

July 26, 2021 - January 3, 2022

Hiring

Professional

_____ Kimberly Williams
 Ronnie Brewer
 Chastity Lampley
 Samuel Shewbart
 Bailey Ingram
 Suzanne Lewis
 Edward Holeman
 Dray Mercer

EHHS Principal
 EHHS Assistant Principal
 HCMS Teacher
 EHES Teacher
 EHES Teacher
 CIS Teacher
 CIS Teacher
 HCHS Teacher

Support Staff

Stephanie Bodine
 Lindsey Deal
 Megan Holloway
 Carol Bateman
 Brittney Kniss
 Amber Malloy
 Ally Piper

EHES P/T Sp Ed Assistant
 EHIS P/T Sp Ed Assistant
 CIS Sp Ed Assistant
 CES Sp Ed Pre-K Assistant
 EHES/EHIS Assistant
 EHES Physical Education Assistant/Teacher Assistant
 CES P/T Sp Ed Assistant

Resignation

Professional

_____ Damien Clayton

HCHS History/Football

Adam Fleming
Support Staff
Ashley Welker

HCHS Teacher

CES Assistant

Retirement

Professional

Support Staff

Transfers

Professional

____ Rose Korte
Craig Shelton
Gavin Gordon
Amber Warren
Crystal Litton
Eric Cannon
Support Staff
Tanya Williams
Twyla Tucker

CES Physical Education to CIS Principal
HCHS Guidance to HCHS Principal
EHES/EHIS Teacher to EHHS Teacher
EHMS Guidance to HCHS Guidance
CIS Teacher to EHES Teacher
CIS Principal to Special Programs Director

EHMS Bookkeeper to Maint/Trans Secretary
EHMS DBA to System Wide DBA

Appointment

Professional

____ Chris Dawson

HCHS Golf Coach

Support Staff

Raygan Adkins
Hannah Pendergrass-Thomason
Leah Russell

EHMS Softball Coach
EHMS Asst. Girls Basketball Coach
EHMS Cheer Coach

Open Positions

- 1 Secondary Personal Finance/ Economics Position
- 2 Secondary Math Positions
- 2 Secondary Science Positions
- 1 Spanish Position
- 1 Special Education Position
- 1 Speech Language Position
- Bus Drivers
- 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.

Vance Willis made a motion to accept the Financial Report as presented. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Ron Gammons made a motion to accept the OPEB Quarterly Statement as presented. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve budget amendments 1-4. Vance Willis 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.

Steve Gianakos made a motion to approve a pilot tennis expansion to the middle school with a 2% supplement. 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 participation in the JUUL Lawsuit and for an opinion letter to be on file. 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 5-0-2.

Ron Gammons made a motion to enter into an audit contract with Greg Lemon for audit services, for \$27,500.00. Vance Willis 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 board policies 4.206 and 4.212 on first reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve 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, and 6.402 on second reading. Ron Gammons 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 1.100-1.202. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

The meeting was adjourned at 7:30 p.m.

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

Tim Hobbs made a motion to approve the minutes from the special called meeting held on August 31, 2021. Jane Herron seconded the motion.

Tuesday, August 31, 2021

SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special called session on Tuesday, August 31, 2021, at 6:00 p.m. in the library of Hickman County High School. 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. Ron Gammons and Amy Bryant attended the meeting remotely.

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

The group recited the Pledge of Allegiance.

Chair Amy Bryant asked Tim Hobbs to chair the meeting discussion since he was attending in person.

Jane Herron made a motion to approve the agenda for the special called meeting. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in special session on Tuesday, August 31, 2021, at 6:00 p.m. in the library of Hickman County High School.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda

- V. Items for Board Action
 - A. Health and Safety Policies
 - B. Employee Leave for COVID-19
- VI. Announcements
- VII. Adjourn

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

Amy Bryant made a motion to support the Director of Schools in the measures needed including but not limited to contact tracing, applying for remote learning and closing schools as needed for COVID-19. Jim Hudgins seconded the motion.

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

On a roll call vote, the motion failed 3-4.

Vance Willis made a motion to suspend board policy and hear public comment. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs asked public members who wanted to speak to raise their hands and each person was given three minutes to speak. Michelle Gilbert was the timekeeper. The following citizens requested time to speak:

Mitzi Wolcott, Matthew Dotson, Leanna McCaleb, Sara True, Marla Beard, Brett Stone, Gail Sloan, Joey Hunt, Kim Young, Angela Kistler, and Joe Bowman.

Each speaker was provided three minutes to speak to the board without asking questions.

Vance Willis made a motion that COVID protocols for contacting families and excusing students from school be left to the Health Department. Ron Gammons seconded the motion.

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

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

Amy Bryant made a motion to suspend board policy and approve board policy 5.3052 regarding COVID-19 leave retroactive from the start of the school year. Steve Gianakos seconded the motion.

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

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

The meeting was adjourned at 8:02 p.m.

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

Steve Gianakos made a motion to approve the minutes from the special called board meeting held on September 9, 2021. Tim Hobbs seconded the motion.

Thursday, September 9, 2021

SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special called session on Thursday, September 9, 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, Jane Herron, and Vance Willis. Ron Gammons and Jim Hudgins were absent from the meeting. Vance Willis entered the meeting during the budget amendment vote.

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

The group recited the Pledge of Allegiance.

Tim Hobbs made a motion to approve the agenda for the special called meeting. Steve Gianakos seconded the motion.

The Hickman County Board of Education will meet in special session on Thursday, September 9, 2021, at 6:00 p.m. in Room 203 of the Central Office Building.

- I. Moment of Silence
- II. Pledge of Allegiance
- III. Approval of Agenda

- IV. Items for Board Action
 - A. Budget Amendments
 - B. ESSER 3.0 Documents
- V. Adjourn to Work Session

On a voice vote, the motion was approved 4-0.

Steve Gianakos made a motion to approve budget amendments 5-11 as presented. Jane Herron seconded the motion.

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

On a roll call vote, the motion was approved 4-0-1-2.

Vance Willis entered the meeting during the budget amendment vote.

Tim Hobbs made a motion to approve the ESSER 3.0 plan documents as presented. Jane Herron seconded the motion.

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

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

The meeting was adjourned at 6:08 p.m.

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

Steve Gianakos made a motion to amend the agenda for the October 4, 2021, board meeting to add a trip request for the HCMS boys basketball team under Item B. in the Items Requiring Board Action section. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the amended agenda for the October 4, 2021, board meeting. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, October 4, 2021, at 7:00 p.m. in the library of Hickman County High School. A work session will be held at 6:00 p.m. in the library at Hickman County High School. A reception honoring the recent retirees from the Hickman County School System will be held at 6:30 p.m. in the cafeteria of Hickman County High School.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of August 2, 2021 Regular Board Meeting Minutes
- V. Approval of August 31, 2021 Special Called Board Meeting Minutes
- VI. Approval of September 9, 2021 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month--Jane Herron
 - B. Recognition of Retiring Employees
 1. Regina Baker--Amy Bryant
 2. Gary Barnes--Tim Hobbs
 3. Keith Boehms--Steve Gianakos
 4. Karen Bridges--Ron Gammons
 5. Debbie Buchanan--Jane Herron
 6. Janie Choate--Jim Hudgins
 7. Angie Christensen--Amy Bryant
 8. Darin Cochran--Tim Hobbs
 9. Brendlyn Durham--Steve Gianakos
 10. Becky Gatewood--Ron Gammons
 11. Cindy Halbrooks--Jane Herron
 12. Denise Hudgins--Jim Hudgins
 13. Virgil Kelley--Amy Bryant
 14. Peggy McClellan--Tim Hobbs
 15. Myra Orton--Steve Gianakos
 16. Mike Smithson--Ron Gammons
 17. Nan Thomas--Jane Herron
 18. Doris White--Jim Hudgins
- IX. Communications to the Board
 - A. National 4-H Week--Lake Bates and Donna Bradley
 - B. Bus Route Concern--Parent
 - C. Live! Love! Run!--Student Support Team
 - D. Director's Report--Director of Schools
 - E. Financial Report--Business Officer
- X. Items Requiring Board Action
 - A. Election of Board Officers for 2021-2022--Board Chair
 - B. Trip Request--HCMS Boys Basketball Coach and Players
 - C. Textbook Certification--Deputy Superintendent
 - D. Approval of Strategic Plan Vision, Mission, and Goals--Director of Schools
 - E. Budget Amendments--Business Officer
 - F. Declaration of Surplus--Maintenance Director
 - G. Declaration of Surplus--Transportation Director
 - H. Construction Management Selection--Maintenance Director
 - I. Board Policy 3.500--Director of Schools
 - J. Revised Board Policies 4.401, 6.300 (1st Reading)
 - K. Revised Board Policies 4.206, 4.212 (2nd Reading)--Director of Accountability

- L. Deletion of Board Policy 5.3051--Director of Accountability
- M. Board Policy Review 1.2021-1.401-Director of Accountability
- XI. Announcements
- XII. Adjourn

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

Steven George and Steve Anglin were recognized as Employees of the Month by Jane Herron.

The following employees were recognized by the Board of Education as retirees for their years of service to Hickman County: Regina Baker, Gary Barnes, Keith Boehms, Karen Bridges, Debbie Buchanan, Janie Choate, Angie Christensen, Darin Cochran, Brendlyn Durham, Becky Gatewood, Cindy Halbrooks, Denise Hudgins, Virgil Kelley, Peggy McClellan, Myra Orton, Mike Smithson, Nan Thomas, and Doris White.

Lake Bates presented information to the members of the Board of Education about National 4-H week including projects such as Miss Hickman County, the chick chain, and 4-H Round-Up and Congress.

Michael Beem, Jana Acy, and Kara Hobbs presented information to the members of the Board of Education about the Live! Love! Run! Event that was held on September 25, 2021, at Hideaway Farm for Suicide Prevention and Awareness. The event hosted over 300 participants in the first year and is scheduled for the last Saturday in September in 2022.

Steve Gianakos made a motion to accept the Director's Report. Jim Hudgins seconded the motion.

Memorandum

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

Leave of Absence

Professional

Angela West

FMLA (October 18-November 12, 2021)

Support Staff

Hiring

Professional

Elizabeth Looney

EHES Teacher

Sierra Kelly

CES Teacher

Jared Berg

EHMS Teacher

Joey Chilton

ESSER Manager

Paula Coble

CIS Teacher

Stephanie Hastings

EHIS Teacher

Caroline Rector

AWARE social worker

Savannah Shipley

CES Teacher

Charles Thompson

EHHS Teacher

Shelley Wood

EHMS School Counselor

Savannah Crabtree	Substitute Teacher
Mollie Clark	Substitute Teacher
Kayla Dansby	Substitute Teacher
Theressa Drew	Substitute Teacher
Desiree Dezaiffe	Substitute Teacher
Katie Edwards	Substitute Teacher
Charlee Fowlkes	Substitute Teacher
Sidney Hudgins*	Substitute Teacher
Jenna Hudson	Substitute Teacher
Preston Reyhome	Substitute Teacher
Stephen Sain	Substitute Teacher
Hannah Simmons	Substitute Teacher
Tanya Sims	Substitute Teacher
Anna Spears	Substitute Teacher
Molli Staggs	Substitute Teacher
Helen St. Germain	Substitute Teacher
Stacey Talton	Substitute Teacher
Linda Tidwell	Substitute Teacher
Ann Webster	Substitute Teacher

Resignation

Professional

Tonda Gainey	EHES Teacher
Matt Selewsky	EHHS Teacher

Support Staff

Nancy Castenholtz	Food Service
Amanda Sullivan	Food Service
Elizabeth Hope Myers	Food Service
Patty Edwards	Food Service
Janice Burton	Food Service
Ashton Mayberry	Food Service

Retirement

Professional

Support Staff

Transfers

Professional

Julie Rice	HCHS Assistant Principal to HCHS Interim Principal
Brandy Warren	EHES Teacher to EHMS Teacher

Support Staff

Appointment

Professional

Julie Rice	HCHS Interim Principal
------------	------------------------

Support Staff

Eric Gilbert*	HCMS Assistant Boys Basketball Coach
Lacey Carter	HCMS Asst. Girls Basketball Coach
Brad Gilbert	HCHS Assistant Golf Coach
Anita Long	HCMS Tennis
Drae Mercer	HCMS Assistant Football Coach
Ben Green	HCMS Assistant Football Coach

Open Positions

1 Secondary Personal Finance/ Economics Position
 2 Secondary Math Positions
 2 Secondary Science Positions

- 1 Spanish Position
- 1 Special Education Position
- 1 Speech Language Position
- 1 Alternate Learning Environment
- Bus Drivers

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

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

Jim Hudgins made a motion to accept the financial report as presented. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to nominate Amy Bryant as Chair of the Hickman County Board of Education for the 2021-2022 school year. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to nominate Tim Hobbs as the Vice-Chair of the Hickman County Board of Education for the 2021-2022 school year. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to nominate Steve Gianakos as the Chairman Pro-Tem of the Hickman County Board of Education for the 2021-2022 school year. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the overnight trip request for 8th grade boys with HCMS basketball to Cedar Crest Camp on October 15-16, 2021. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Jane Herron made a motion to nominate Tim Hobbs as the TN Legislative Network Representative for the Hickman County Board of Education for the 2021-2022 school year. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the textbook certification for the 2021-2022 school year. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the Hickman County Board of Education strategic plan, including vision, mission, and goals. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve budget amendments 12-13. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
------------	------------	-------------	---------------

Amy Bryant

Ron Gammons

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 6-0-1.

Ron Gammons made a motion to approve the maintenance department declaration of surplus and auction of items. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the transportation department declaration of surplus and auction items. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to accept and enter into negotiation with Codell for construction management services. Steve Gianakos seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
------------	------------	-------------	---------------

Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			
Tim Hobbs			
Jim Hudgins			

Vance Willis

On a roll call vote, the motion was approved 6-0-1.

Amy Bryant made a motion to continue to follow the current board policy 3.500 for school nutrition. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve revised board policies 4.401 and 6.300 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve revised board policies 4.206 and 4.212 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the deletion of board policy 5.3051. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve the review and update of board policies 1.202-1.401. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made an announcement stating the TSBA Leadership Conference does fulfill yearly board member training requirements.

The meeting was adjourned at 8:18 p.m.

The Hickman County Board of Education will meet in regular session on Monday, November 1, 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. before the board meeting in Room 203.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of October 4, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Jane Herron
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Quarterly Financial Statement--Board Chair
- VIII. Items Requiring Board Action
 - A. Trip Requests
 - 1. HCMS Junior Beta Club--Club Sponsor and Students
 - B. Budget Amendments--Business Officer
 - C. Supplement Split Request--Director of Schools
 - D. 2022-2023 School Calendar Recommendation--Calendar Committee Chair
 - E. 2021 Compliance Report--Director of Accountability
 - F. Revised Board Policies 6.306, 6.313, 6.4081, 5.701 (1st Reading)--Director of Accountability
 - G. Revised Board Policies 4.401, 6.300 (2nd Reading)--Director of Accountability
 - H. Board Policy Review 1.402-1.603--Director of Accountability
- XI. Announcements
 - A. Board of Education Work Session--Monday, November 8, at 6:00 p.m. at EHHS library
- XII. Adjourn

Memorandum

To: Board Members
From: Michelle Gilbert
Date: October 25, 2021
RE: November Director's Report

Leave of Absence

Professional

Lyndsey Spain

October 22-November 8, 2021 (FMLA)

Support Staff

Hiring

Professional

Wesley Whitaker

EHHS Building Trades

Support Staff

Shelley Patterson

EHHS Special Education Assistant

Dawn Johnston

Food Service

Breana Arnold

Food Service

Courtney Henley

Food Service

Deborah McCoy

Food Service

Amy Goins

Food Service

Pattie Edwards

Food Service

Christie Simmons

Food Service

Aaron Rushton

Food Service

Chelsea Curtis

Food Service

Leah Case

Food Service

Resignation

Professional

Alice Anne Jacobs

HCHS Teacher

Brandy Mayberry

CES/CIS Behavior Position

Support Staff

Christie Simmons

Food Service

Alicia Ritchie

Food Service

Aaron Rushton

Food Service

Chelsea Curtis

Food Service

Leah Case

Food Service

Shaina Schwartz

Food Service

Retirement

Professional

Support Staff

Transfers

Professional

Craig Shelton

HCCHS Principal to CES/CIS Behavior Position

Support Staff

Appointment

Professional

Support Staff

Mark Bentley

Ryan Harrison

Jennifer Chilton

HCMS Assistant Boys Basketball Coach

HCCHS Softball Coach

HCMS Softball Coach

Open Positions

1 Secondary Personal Finance/ Economics Position

1 Secondary English Position

2 Secondary Math Positions

2 Secondary Science Positions

1 Spanish Position

1 Special Education Position

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

Account Activity Summary
Hickman
07/01/2021 - 09/30/2021

Beginning Value - Investment Account	\$	2,695,896.19
Beginning Value - Alternative Invest. Acct.	\$	127,921.19
Total Beginning Value ^{1 See Definitions}	\$	2,823,817.38
Additions ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	10,389.96
Withdrawals ⁵		
TSBA Fee ⁶	\$	(1,764.89)
MS Fees ⁷	\$	(1,215.62)
System Distributions ⁸	\$	-
Unadjusted Investment Earnings ⁹	\$	(33,733.53)
Ending Value - Investment Account	\$	2,673,503.72
Ending Value - Alternative Invest. Acct.	\$	123,989.58
Total Ending Value ¹⁰	\$	2,797,493.30

Definitions:

1. Beginning Value: The total account value at the start of business on the first day of the specified reporting period.
2. Additions: All credits to the account in which total account value is increased within the specified reporting period.
3. Contributions: The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. Dividends and Interest: The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE**: Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. Withdrawals: The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. TSBA Fee: The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. MS Fees: The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. System Distributions: The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. Unadjusted Investment Earnings: The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. Ending Value: The Account Value at the end of business on the last day of the specified reporting period.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Contribution Summary
Hickman
07/01/2021 - 09/30/2021

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Fee Summary
Hickman
07/01/2021 - 09/30/2021

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
07/07/2021	CASH TRANSFER	FUNDS TRANSFERRED	-1,764.89	Cash
07/08/2021	Service Fee	ADV FEE 07/01-07/31	-407.19	Cash
07/20/2021	Service Fee Adj	NET PLATFORM CREDIT	3.21	Cash
08/06/2021	Service Fee	ADV FEE 08/01-08/31	-408.95	Cash
09/08/2021	Service Fee	ADV FEE 09/01-09/30	-402.69	Cash
		Total Withdrawals	-2,980.51	

*Cash Balance Includes Cash, Bank Deposits, MMF Balance, and Unsettled Cash.

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can choose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested. External Assets - Certain assets listed in this view are based upon information provided by you, your client or other external sources and are not part of accounts that you manage at Morgan Stanley. Assets not held with Morgan Stanley may not be covered by SIPC protection or by additional protection under Morgan Stanley's excess insurance coverage plans. Morgan Stanley may include information about these external assets in this view solely as a service to you, and Morgan Stanley is not responsible for the accuracy of any information provided by external sources, including but not limited to, you, your client or another financial institution. You are responsible for ensuring the accuracy of such information. Generally, any financial institution that holds securities is responsible for year-end reporting (Internal Revenue Service (IRS) Form 1099) and separate periodic statements, which may vary from Morgan Stanley's information due to different tax reporting periods.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Dividend & Interest Summary
Hickman
07/01/2021 - 09/30/2021

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
07/01/2021	Dividend	PGIM SHORT-TERM CORP BOND Z	753.15	Cash
07/01/2021	Dividend	BLACKROCK HIGH EQ INCOME INST	695.38	Cash
07/01/2021	Dividend	PUTNAM FLOATING RATE INC Y	271.18	Cash
07/02/2021	Dividend	VANGUARD INDEX FDS S&P 500 ETF	367.88	Cash
07/16/2021	Dividend	PERFORMANCE TRUST STRAT BD I	784.93	Cash
07/16/2021	LT Cap Gain	BLACKROCK HIGH EQ INCOME INST	364.59	Cash
07/30/2021	Dividend	PGIM SHORT DUR HIG YLD OPP FD	263.52	Cash
07/30/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	132.00	Cash
07/30/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.01	Cash
07/30/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.22	Cash
07/30/2021	Interest Income	MORGAN STANLEY BANK N.A.	0.11	Cash
08/02/2021	Dividend	PGIM SHORT-TERM CORP BOND Z	792.20	Cash
08/02/2021	Dividend	BLACKROCK HIGH EQ INCOME INST	630.55	Cash
08/02/2021	Dividend	PUTNAM FLOATING RATE INC Y	279.00	Cash
08/17/2021	Dividend	PERFORMANCE TRUST STRAT BD I	534.77	Cash
08/20/2021	Dividend	LAZARD EMERG MKTS CORE EQ I	98.43	Cash
08/31/2021	Dividend	PGIM SHORT DUR HIG YLD OPP FD	263.52	Cash
08/31/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	132.00	Cash
08/31/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.02	Cash
08/31/2021	Interest Income	MORGAN STANLEY BANK N.A.	0.09	Cash
09/01/2021	Dividend	PGIM SHORT-TERM CORP BOND Z	750.53	Cash
09/01/2021	Dividend	BLACKROCK HIGH EQ INCOME INST	749.69	Cash
09/01/2021	Dividend	PUTNAM FLOATING RATE INC Y	287.14	Cash
09/16/2021	Dividend	PERFORMANCE TRUST STRAT BD I	569.90	Cash
09/30/2021	Dividend	PGIM SHORT DUR HIG YLD OPP FD	263.52	Cash
09/30/2021	Dividend	NEUBERGER BERMAN NEXT GEN FUND	132.00	Cash
09/30/2021	Dividend	ISHARES CORE S&P U.S. GROWTH	308.50	Cash
09/30/2021	Dividend	ISHARES CORE S&P U.S. VALUE	965.04	Cash
09/30/2021	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.01	Cash
09/30/2021	Interest Income	MORGAN STANLEY BANK N.A.	0.08	Cash
		Total Dividends and Interest	10,389.96	

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.



2021-2022 Supplement Split Requests

East Hickman Middle School

Football Assistant Coaching supplement of 7% split into 3 supplements at 2.33% each

Girls Basketball Coaching supplements of 9% split into 2 supplements at 4.5% each

Hickman County Middle School

Cheerleading supplement of 3% split into 2 supplements at 1.5% each

East Hickman High School

Cheerleading supplement of 6% split into 4 supplements (2 for spring and 2 for fall) at 1.5% each

Hickman County High School

Chief Assistant Football supplement of 8% split into 2 supplements at 5% and 3% each

Cheerleading supplement of 6% split into 2 supplements at 3% each

Notes:

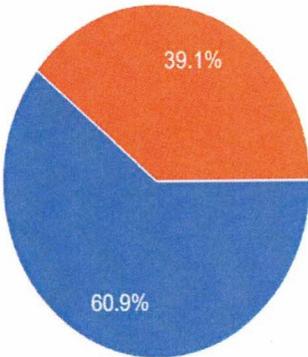
Fall Parent-Teacher Conference will be from 10:00-4:00

Spring Parent-Teacher Conference will be completed on two days from 3:30-6:30

August	22	Q1	10/7	48 days
September	21	Q2	12/16	41 days
October	16			
November	18	S1	12/16	89 days
December	12			
January	21	Q3	3/10	48 days
February	19	Q4	5/19	43 days
March	18			
April	19	S2	5/19	91 days
May	14			

View the two options above for the HCSS calendar. Which calendar do you choose for the 2022-2023 school year?

274 responses



- Option A: 2022-2023 HCSS CALENDAR
- Option B 2022-2023 HCSS CALENDAR

2021 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2021**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Beginning school year 2021-22, the department is formally reinstating LEA approval classifications as outlined in SBE Rule 0520-01-02-.01. Annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA:

Director of Schools/Superintendent Name:

Director of Schools/Superintendent Signature:

School Board Chair Name:

School Board Chair Signature:

Date of School Board Approval:

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2021
(including the corresponding corrective action plan if applicable).
Upload instructions are accessible [here](#).

Appendix A

2021 Noncompliance Corrective Action Plan

Instructions: Below is a screenshot of the corrective action plan template. The actual template, which is provided here in Word format, includes an example and can also be accessed by downloading and opening this PDF and then clicking the attachment (paper clip) icon in the navigation pane.

Additionally, the current edition of *Commissioner's Update for Directors* includes individual links to the compliance report, corrective action plan template, and ePlan submission instructions.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted. E	<ul style="list-style-type: none"> ▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing. ▪ Coordinate fingerprinting scheduling, results processing and related communications. X M P ▪ Notify the TDOE director of LEA approval of compliance plan completion. 	Human Resources Director L E Human Resources Director (with director of schools copied)	Oct. 12, 2021 Oct. 13 – Dec. 6, 2021 December 7, 2021

Appendix B

For your convenience, the following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2021 legislative session:
https://www.tn.gov/content/dam/tn/education/legal/2021_legislative%20report_final.pdf

Current and pending SBE rules:
<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:
<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:
<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding education laws or SBE rules, please contact the department's deputy general counsel, Lee Danley, at (615) 253-1550 or Lee.Danley@tn.gov.



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

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

1st Reading:

Public Chapter 77 establishes guidelines for principals and teachers to follow when disciplining students as well as a process for the removal of a student from a teacher's classroom. It also includes an appeal process that a teacher can utilize if the principal denies the teacher's removal request. This new law, the Teacher Discipline Act, impacts model policies listed below that are required by state law. This law is effective January 1, 2022. Additions to the two current policies are highlighted in yellow.

6.306- Conduct (rename Interference/Disruption of School Activities)

6.313- Discipline Procedures

6.4081- Safe Relocation of Students (New policy)

5.701- Substitute Teachers- changes noted in yellow on the policy

2nd Reading:

4.401- Textbooks- Please add the following to lines 1-6 on page 2 of 3

CARE OF DEVICES

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

6.300-Code of Behavior and Discipline- Line 6 page 2 add **and nicotine** after the word tobacco

After each offense, add the following wording: **when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.**

Up for review:

1.402- Notification of Meetings

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

- 1.403- Agendas**
- 1.404- Appeals to and Appearances Before the Board**
- 1.405- Rules of Order**
- 1.406- Minutes**
- 1.407- School District Records**
- 1.500- Board- Community Relations**
- 1.501- Visitors to the Schools**
- 1.502- Board Meeting News Coverage**
- 1.503- News Releases, News Conferences and Interviews**
- 1.600- Policy Development and Adoption**
- 1.601- Administrative Procedures**
- 1.603- Administrative Reports**

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 02/01/21
	Rescinds: 6.306	Issued: 11/05/18

1 Employees are authorized to take reasonable measures to establish appropriate school behavior. Any
2 professional employee shall have the authority to control the conduct of any student while under the
3 supervision of the school system.¹ This authority shall extend to all activities of the school, including
4 all games and public performances of athletic teams and other school groups, trips, excursions and all
5 other activities under school sponsorship and direction.

6 Such measures may include the use of reasonable force to restrain or correct students and maintain
7 order.

8 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or
9 any other conduct which causes the disruption, interference or obstruction of any school purpose while
10 on school property, in school vehicles or buses, or at any school-sponsored activity, function or event,
11 whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

12 Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated.
Students shall not engage in conduct that has the effect of unreasonably interfering with another
student's academic development or that creates a hostile or offensive learning environment.

15 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to
16 suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.²
17

18 REMOVAL OF STUDENT³

19 If a student repeatedly or substantially interferes with the learning environment, the teacher may
20 submit a written request along with the required documentation to the principal/designee to remove the
21 student from the teacher's classroom. The student will be given notice of the rationale for the request
22 as well as the opportunity to offer an explanation.

23 The principal/designee will investigate the request and make a decision regarding the student's
24 placement. The principal will notify the teacher as to his/her decision.

25 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
26 abuse or overuse with the teacher and may require the teacher to complete additional professional
27 development to improve the teacher's classroom management skills.
28

29 *Appeal Process*

30 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
31 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
32 principal/designee and make a determination as to the student's placement.

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081
Discipline procedures 6.313

Hickman County Board of Education

	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 04/05/21
		Rescinds: 6.313	Issued: 03/01/21

1 Students are expected to conform to the rules and regulations of the school system and apply
2 themselves to the learning process.

3 The Board delegates to the Director of Schools the responsibility of developing specific codes of
4 conduct which are appropriate for each level of school. Codes of conduct for students in pre-
5 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI² and PBIS
6 framework. Exclusionary discipline shall only be used as a measure of last resort. The development of
7 each code shall involve principals and staff members of each level and shall be consistent with the
8 relevant policies as adopted by the Board.¹

9 The following levels of misbehavior and disciplinary procedures and options are standards designed to
10 protect all members of the educational community in the exercise of their rights and duties and to
11 maintain a safe learning environment where orderly learning is possible and encouraged.² These
12 misbehaviors apply to student conduct on school buses, on school property, and while students are on
13 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
14 manner that:³

- 15 1. Balances accountability with an understanding of traumatic behavior;
- 16 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
17 allowed at school;
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
19 behavioral intervention plans;
- 20 4. Creates consistent rules and consequences; and
- 21 5. Models respectful, non-violent relationships.

22 In order to ensure that these goals are accomplished, the school district shall utilize the following
23 trauma-informed discipline practices: restorative practices, RTI²B, multi-tiered system of supports,
24 behavior intervention plans, ACES.

25 **MISBEHAVIORS: Level I**

26 Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes
27 with the orderly operation of the school, but which can usually be handled by an individual staff
28 member.

29 *Examples (not an exclusive listing):*

Classroom disturbances

1 Classroom tardiness
 2 Cheating and lying
 3 Abusive language
 4 Nondefiant failure to do assignments or carry out directions
 5 Wearing while on the grounds of a public school during the regular school day, clothing that
 6 exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
 7 Harassment (Sexual, Racial, Ethnic, Religious)

8 *Disciplinary Procedures:*

9 Immediate intervention by the staff member.
 10 Determine what offense was committed and its severity.
 11 Determine offender and that he/she understands the nature of the offense.
 12 Employ appropriate disciplinary options.
 13 Record of the offense and disciplinary action maintained by staff member.

14 *Disciplinary Options:*

15 Verbal reprimand
 16 Special Assignment
 17 Restricting activities
 18 Assigning work details
 19 Counseling
 20 Withdrawal of privileges
 21 Issuance of demerits which might affect citizenship or deportment grades
 22 Strict supervised study
 23 Detention
 24 Corporal punishment
 25 In-school suspension
 26 Out-of-school suspension
 27 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 28 supports, behavior intervention plans, ACES

29 **MISBEHAVIORS: Level II**

30 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.
 31 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of
 32 others but whose educational consequences are serious enough to require corrective action on the part
 33 of administrative personnel.

34 *Examples* (not an exclusive listing):

35 Continuation of unmodified Level I behaviors
 36 School or class tardiness
 37 Use of tobacco, vaping, or e-cigarettes
 38 Using forged notes or excuses
 39 Disruptive classroom behavior
 40 Harassment (Sexual, Racial, Ethnic, Religious)

1 *Disciplinary Procedures:*

- 2 Student is referred to principal for appropriate disciplinary action.
 3 Principal meets with student and teacher.
 4 Principal hears accusation made by teacher, permits student the opportunity of explaining
 5 his/her conduct, denying it or explaining any mitigating circumstances.
 6 Principal takes appropriate disciplinary action and notifies teacher of action.
 7 Record of offense and disciplinary action maintained by principal.

8 *Disciplinary Options:*

- 9 Teacher/schedule change
 10 Modified probation
 11 Behavior modification
 12 Social probation
 13 Peer counseling
 14 Referral to outside agency
 15 In-school suspension
 16 Transfer
 17 Detention
 18 Suspension from school-sponsored activities or from riding school bus
 19 Corporal punishment
 20 Restricting school related honors student is otherwise due
 21 Out-of-school suspension not to exceed ten (10) days.
 22 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 23 supports, behavior intervention plans, ACES

24 **MISBEHAVIORS: Level III**

- 25 Acts directly against persons or property but whose consequences *do not seriously endanger* the health
 26 or safety of others in the school.

27 *Examples (not an exclusive listing):*

- 28 Continuation of unmodified Level I and II behaviors
 29 Fighting (simple)
 30 Vandalism (minor)
 31 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes drugs, and/or
 32 alcohol
 33 Stealing
 34 Threats to others
 35 Harassment (Sexual, Racial, Ethnic, Religious)

36 *Disciplinary Procedures:*

- 37 Student is referred to principal for appropriate disciplinary action.
 38 Principal meets with student and teacher.

1 Principal hears accusation by accusing party and permits offender the opportunity of explaining
2 conduct.

3 Principal takes appropriate disciplinary action.

4 Principal may refer incident to director of schools and make recommendations for
5 consequences.

6 If student's program is to be changed, adequate notice shall be given to the student and his/her
7 parents of the charges against him, his/her right to appear at a hearing and to be represented by
8 a person of his/her choosing.

9 Any change in school assignment is appealable to the Board.

10 Record of offense and disciplinary action maintained by principal or director of schools.

11 *Disciplinary Options:*

12 In-school suspension

13 Detention

14 Corporal punishment

15 Restitution from loss, damage or stolen property

16 Out-of-school suspension not to exceed ten (10) days

17 Social adjustment classes

18 Transfer

19 Expulsion

20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
21 supports, behavior intervention plans, ACES

22 **MISBEHAVIORS: Level IV**

23 Acts which result in violence to another's person or property or which *pose a threat* to the safety of
24 others in the school. These acts are so serious that they usually require administrative actions which
25 result in the immediate removal of the student from the school, the intervention of law enforcement
26 authorities and action by the Board.

27 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
28 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
29 death to another person.⁵

30 *Examples* (not an exclusive listing):

31 Unmodified Level I, II and III behaviors

32 Death threat (hit list)

33 Bomb threat

34 Extortion

35 Possession/use/transfer of dangerous weapons *

36 Assault that results in bodily injury upon any teacher, principal, administrator, any other
37 employee of the school, or a school resource officer*

38 Aggravated assault*

39 Vandalism

40 Theft/possession/sale of stolen property

1 Arson
 2 Possession of unauthorized substances *
 3 Use/transfer of unauthorized substances
 4 Harassment (Sexual, Racial, Ethnic, Religious)

5 *Disciplinary Procedures:*

6 Principal confers with appropriate staff members and with the student.
 7 Principal hears accusation by accusing party and permits offender opportunity of explaining
 8 conduct.
 9 Parents are notified.
 10 Law enforcement officials are contacted.
 11 Incident is reported and recommendations made to the director of schools.
 12 Complete and accurate reports are submitted to the director of schools.
 13 Student is given hearing before disciplinary hearing authority.

14 *Disciplinary Options*

15 Expulsion
 16 Alternative schools
 17 Other hearing authority or Board action which results in appropriate placement
 18 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
 19 by the director of schools on a case-by-case basis.
 20 Trauma-informed discipline practices: restorative practices, RTI2B, multi-tiered system of
 supports, behavior intervention plans, ACES

22 **ADDITIONAL GUIDELINES:**

- 23 1. A student shall not be suspended solely because charges are pending against him/her in
 24 juvenile or other court.
- 25 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
 26 (10) days for the same offense.²
- 27 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
 28 grade because of discipline problems except in deportment or citizenship.
- 29 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
 30 of failure to:
- 31 a. pay any activity fee;
 32 b. pay a library or other school fine; or
 33 c. make restitution for lost or damaged school property.

34 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; TCA 49-6-3024
2. TCA 49-6-4002 to 4005; 20 USCA §§ 7114, 7118
3. TCA 49-6-4109
4. TCA 49-6-4009
5. TCA 49-6-4008

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying,
Cyber-bullying, and Intimidation 6.304
Bus Safety and Conduct 6.308
Zero Tolerance Offenses 6.309
Dress Code 6.310
Detention 6.315
Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081

New Policy

Hickman County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Safe Relocation of Students	Descriptor Code: 6.4081	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Teachers who are directly responsible for a student's education or other employees who interact with
2 students on a professional basis may relocate a student from the student's present location to another
3 location when such relocation is necessary for the student's safety or the safety of others.¹ If relocation
4 is necessary, the process will comply with all special education laws. Such employees may also
5 intervene in a physical altercation between two (2) or more students or between a student and a district
6 employee. Reasonable or justifiable force may be used to physically relocate or intervene in a conflict
7 if a student is unwilling to cooperate.² If an employee is unable to resolve the matter with the use of
8 reasonable or justifiable force, the student shall be allowed to remain in place until local law
9 enforcement officers or school resource officers can be summoned to relocate the student or take the
10 student into custody until a parent/guardian can retrieve the student.

11 In the event that physical relocation becomes necessary, the employee shall immediately file a brief
12 report of the incident with the principal. If the student's behavior constitutes a violation of the Board's
13 zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report
14 shall be kept in the student's discipline record and not become a part of that student's permanent record.
15 The principal/designee shall notify the employee involved of the actions taken to address the behavior
16 of the relocated student.¹

17 The Director of Schools shall develop administrative procedures regarding the safe relocation of
18 students consistent with state law. Each principal shall fully support the employees' authority to
19 relocate a student and ensure appropriate implementation and reporting.

Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603; TCA 39-11-609 to 614

Cross References

Code of Conduct 6.300
Interference/Disruption of School Activities 6.306
Zero Tolerance Offenses 6.309
Special Education Students 6.500

Hickman County Board of Education

Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 08/06/18
	Rescinds: 5.701	Issued: 08/07/17

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.^{1,2}
2 Substitute teachers may be employed and paid directly by the board of education or by a third party
3 public or private employer through an agreement between such third party employer and the board of
4 education. Substitute teachers employed by third party entities shall be subject to the same
5 unemployment benefit eligibility conditions as substitute teachers employed directly by the board of
6 education.²

7 APPLICATION/QUALIFICATIONS

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

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

11 Qualifications for substitute teachers shall be: (1) a high school diploma or GED; (2) attendance at an
12 orientation session.

13 A list of substitute teachers will be prepared by the director of schools who will maintain files which
14 may include transcripts, credentials, recommendations and other pertinent information.

15 COMPENSATION

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

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

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be
24 taught.⁵ When substituting for a teacher without sick leave, the substitute shall be certified and paid
25 according to the state salary schedule.¹

26 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement
27 benefits¹ and may substitute for additional days if the director of schools certifies in writing to the
28 Division of Retirement that no other qualified personnel are available to substitute teach.⁷

1 EMERGENCY NEEDS

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

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

8 TRAINING AND ORIENTATION

9 The director of schools shall be responsible for ensuring that there are appropriate training and
10 development programs for substitute teachers.

11 RESPONSIBILITIES

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

14 RE-EMPLOYMENT/TERMINATION

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

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

Legal References

1. TRR/MS 0520-1-2-.04(6)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. Public Acts of 2017, Chapter No. 387
6. TCA 49-3-312; TRR/MS 0520-01-02-.04(6)(b)
7. Public Acts of 2017, Chapter No. 287



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

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

1st Reading:

Public Chapter 77 establishes guidelines for principals and teachers to follow when disciplining students as well as a process for the removal of a student from a teacher's classroom. It also includes an appeal process that a teacher can utilize if the principal denies the teacher's removal request. This new law, the Teacher Discipline Act, impacts model policies listed below that are required by state law. This law is effective January 1, 2022. Additions to the two current policies are highlighted in yellow.

6.306- Conduct (rename Interference/Disruption of School Activities)

6.313- Discipline Procedures

6.4081- Safe Relocation of Students (New policy)

5.701- Substitute Teachers- changes noted in yellow on the policy

2nd Reading:

4.401- Textbooks- Please add the following to lines 1-6 on page 2 of 3

CARE OF DEVICES

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

6.300-Code of Behavior and Discipline- Line 6 page 2 add **and nicotine** after the word tobacco

After each offense, add the following wording: **when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.**

Up for review:

1.402- Notification of Meetings

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

- 1.403- Agendas
- 1.404- Appeals to and Appearances Before the Board
- 1.405- Rules of Order
- 1.406- Minutes
- 1.407- School District Records
- 1.500- Board- Community Relations
- 1.501- Visitors to the Schools
- 1.502- Board Meeting News Coverage
- 1.503- News Releases, News Conferences and Interviews
- 1.600- Policy Development and Adoption
- 1.601- Administrative Procedures
- 1.603- Administrative Reports

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;">Textbooks</p>	Descriptor Code: <p style="text-align: center;">4.401</p>	Issued Date: <p style="text-align: center;">01/04/21</p>
		Rescinds: <p style="text-align: center;">4.401</p>	Issued: <p style="text-align: center;">03/02/20</p>

1 **SELECTION ¹**

2 The selection of textbooks shall be completed according to the laws and policies required by the State
 3 of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with
 4 the local textbook selection committees subject to approval by the Board. Use of textbooks and
 5 instructional materials not on the list approved by the State Textbook Commission is permissible if the
 6 Board submits a waiver to the State Board of Education and such waiver is approved. The director of
 7 schools shall establish a procedure for providing citizens of the community with an opportunity to
 8 examine proposed textbooks prior to their final adoption,² including public notice of time and location
 9 at which textbooks may be examined. Once the proposed textbooks have been approved by the Board,
 10 the director of schools shall post the list of all approved textbooks and instructional materials adopted
 11 for use across the school system on the school system’s website and send a copy of the list to the
 12 commissioner of education.¹

13 **COMPLAINTS & RECONSIDERATION**

14 The director of schools shall develop forms and procedures to enable citizens to file complaints
 15 regarding the selection or content of approved textbooks. Following the conclusion of this
 16 administrative process, a complainant may appeal an outcome to the Board.

17 **DISTRIBUTION**

18 The director of schools shall designate an employee to be responsible for the purchase and distribution
 19 of textbooks in each school. The principal shall be responsible for seeing that each student receives the
 20 required textbooks at no cost to the student.

21 **CARE OF TEXTBOOKS³**

22 Textbooks are property of the Board and shall be returned at the end of the school year, upon
 23 completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement
 24 stating they shall be responsible for the textbooks received and used by their children.

25 The following reimbursement schedule shall be used as a guide for collecting fines for lost or
 26 destroyed books:

	Age of Book	Amount Collected
27		
28	1 - 2 years	100% of replacement cost
29	3 - 4 years	75% of replacement cost
30	5 or more years	50% of replacement cost

1 CARE OF DEVICES

2 Electronic devices used for instruction are property of the Board and shall be returned at the end of the
3 year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an
4 agreement stating they will be responsible for the electronic devices received and used by their
5 students. The signed agreement will include a reimbursement schedule for damages to electronic
6 devices up to 100% replacement cost.

7 The Board shall approve and periodically review a schedule of fines for damaged books. In cases
8 where the book is damaged to the extent it is no longer useable, the amount collected shall conform to
9 the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or
10 parent damages, loses or defaces the textbook either through willful intent or neglect.⁴

11 Following an interview with parties and an investigation, if needed, the principal may assess the
12 appropriate fine and notify the parents in writing.

13 The principal may include with the notice a provision stating that failure to pay the fine imposed
14 within a reasonable time may result in the imposition of one of the following sanctions:³

- 15 1. Refusal to issue any additional textbooks until restitution is made;
- 16 2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution
17 is made;
- 18 3. Not allowing the pupil to take interim or final examinations or to earn course credit in the
19 course for which the textbook is prescribed until restitution is made; or
- 20 4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter
21 grade or ten (10) percentage points until restitution is made.

22 The principal may waive the assessment of fines when in his/her judgment the student is the victim of
23 uncontrollable circumstances and not responsible for the damages.

24 INSPECTION

25 A list textbooks used by the schools shall be revised annually by building administrators under the
26 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians
27 upon request, and the director of schools shall develop procedures for the inspection of materials and
28 distribute these procedures to each principal.²

Legal References

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d);
TRR/MS 0520-01-18-.02
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B)
4. TCA 49-3-310(1)(C)

Cross References

Surplus Property Sales 2.403
Reconsideration of Instructional Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Code of Behavior and Discipline</h2>	Descriptor Code: <h3 style="text-align: center;">6.300</h3>	Issued Date: <h3 style="text-align: center;">02/01/21</h3>
		Rescinds: <h3 style="text-align: center;">6.300</h3>	Issued: <h3 style="text-align: center;">02/03/20</h3>

1 The following list of offenses and consequences is not intended to be an all-inclusive list. It is an attempt
 2 to bring some consistency in the handling of student misconduct throughout the school system.

3 These school rules will apply:

- 4 1. On all school grounds and in school buses during, before or after school hours.
- 5 2. En route to and from school, including, but not limited to, on school buses.
- 6 3. At a school activity, function or event on or off campus.
- 7 4. Off campus if the conduct is potentially or actually disruptive to the school environment or its
 8 educational purposes or constitutes a threat to the health, safety or welfare of either students or school
 9 officials.

10 OFFENSES		10 PUNISHMENT
--------------------	--	----------------------

11 **ZERO TOLERANCE OFFENSES**

12 **Drugs:** Unlawfully possessing, acquiring, attempting
 13 to acquire, using, being under the influence of, selling
 14 or attempting to sell, distributing or transmitting any
 15 narcotic, stimulant drug, prescription drug, barbitol or
 16 legend drug, inhalants, or any other controlled
 17 substance.

Mandatory 1 year expulsion

18 **Weapons:** Bringing a firearm to school or being in
 19 possession of a firearm at school or knowingly
 20 possessing, handling, transmitting, or using a weapon,
 21 or knowingly possessing an object with the intent of
 22 going armed, or use of any object in a threatening
 23 or assaultive manner. Weapons include, but are not
 24 limited to, firearms, BB guns, pellet guns, ammunition,
 25 explosives, knives with blades of 2 1/2 inches or more

Mandatory 1 year expulsion

1 in length, switchblades, razor blades, box cutters,
2 bowie knife, hawk bill knife, or other like instruments
3 utilizing a razor blade and ice picks, daggers, slingshots,
4 leaded canes, blackjacks and knuckles.

5 **Assault:** Committing an assault which causes serious
6 bodily injury to another student or others. Acting in
7 lawful self-defense is not a violation of this rule.

Principal Discretion

8 **OTHER OFFENSES**

9 **Harassment (Intimidation/Bullying):** Conduct by a
10 student that has the purpose or effect of unreasonably
11 interfering with another student's academic development
12 or that creates an intimidating, hostile or offensive
13 learning environment.

**Up to and including a 1 year
expulsion**

14 **Harassment (Discrimination):** Any conduct that:
15 1. Unreasonable interferes with student work or
16 educational opportunities; or
17 2. Creates an intimidating, hostile or offensive
18 learning environment, where such conduct is
19 based on a person's sex, race, ethnicity or religion.

**Up to and including a 1 year
expulsion**

20 **Drug Look-A-Likes or Drug Paraphernalia:** Drug
21 look-alikes or paraphernalia shall include pills, powder
22 or any substance which gives the appearance of
23 prohibited drugs. Drug paraphernalia shall include
24 roach clips, rolling papers, pot pipes, pagers or any
25 other device or materials used with illegal substances.

5 day suspension

26 **Representation of any Substance as an Illegal Drug
27 or Controlled Substance. Other Drugs:** Possessing,
28 acquiring, attempting to acquire, using (whether by inhala-
29 tion, ingestion or injection), being under the influence of,
30 selling or attempting to sell, distributing or transmitting
31 any designer, synthetic or counterfeit drug, any illegal per-
32 formance enhancing drug, any substance that causes impair-
33 ment, any substance which is inappropriately used to alter

30 day suspension

1 the mind, mood or behavior, or any other substance used as
2 a drug. This Disciplinary Offense covers anything used as
3 a drug not covered in the Drugs section of the Zero
4 Tolerance Offenses.

5 **Smoking:** Smoking of any substance, including but not
6 limited to tobacco is prohibited. Both use (whether
7 smoking or otherwise) and possession of tobacco is
8 prohibited.

Punishment for Tobacco Use or Possession:

First Offense: 2 days in-school suspension

Second Offense: 3 days in-school suspension

Third Offense: 5 days in-school suspension

Fourth or More Offense: Suspension in addition to the foregoing, when a student is found to be in possession of tobacco, a court petition must be filed.

Punishment for non-tobacco smoking:

10 days suspension

30 days suspension or alternative school placement

First Offense: 5 day suspension or alternative school placement.

Second Offense: 10 day suspension or alternative school placement

Principal Discretion

19 **Alcohol:** Possessing, acquiring, attempting to acquire,
20 consuming, being under the influence of, selling or
21 attempting to sell, distributing or transmitting alcoholic
22 beverages.

26 **Other Weapon Offenses:** A student shall not knowingly
27 possess, handle, or transmit oleoresin capsicum (pepper
28 spray), a knife with blade less than 2 1/2 inches in length
29 or a weapon replica. An exception applies to weapon
30 replicas when school authorities specifically authorize the
31 use of weapon replicas in instances such as the color guard,
32 a prop in a school play, and the like.

33 **Threats:** A threat communicated verbally or demonstra-
34 tively to inflict physical or other harm on any school

1 employee, any other person acting in an official capacity
2 on behalf of the school, or any other student. To be a
3 violation of this rule, the threat must be one which would
4 cause a person to reasonably fear imminent bodily injury.

5 **Dress Code Violations**

First Offense: 1 day in-school
suspension or school-issued
uniform

Second or More Offenses: 1 day
in-school suspension or school-
issued uniform and parents
contacted.

12 **Cell Phone Violations**

Principal Discretion

13 **Damage to Property or Persons** including vandalism or
14 or damage resulting of misuse or destruction of school
15 property.

**Principal Discretion plus restitu-
tion**

17 **Fighting**

Principal Discretion

18 **Lying or Cheating**

Principal Discretion

19 **Failure to Obey Staff**

Principal Discretion

20 **Disruption of School**

Principal Discretion

21 **Hazing:** Any intentional or reckless act, on or off
22 school property, by a student, that endangers the mental
23 or physical health or safety of that student, or that induces
24 or coerces a student to endanger such student's mental or
25 physical health or safety.

Principal Discretion

26 **Disrespect for School Employees or Other Students**

Principal Discretion

27 **Disruptive Behavior**

Principal Discretion

28 **Gambling**

Principal Discretion

-
- 1 **Attendance:** Skipping any amount of school or **Principal Discretion**
2 leaving school without permission
- 3 **Inappropriate Language** **Principal Discretion**
- 4 **Forgery:** Forging an official note to/from school **Principal Discretion**
- 5 **Littering** **Principal Discretion**
- 6 **Off-Campus Criminal Behavior:** Off-campus criminal **Principal Discretion**
7 behavior which results in the student's being charged with
8 a felony when the student's continued presence in school
9 poses a danger to persons or property or disrupts the
10 educational process.
- 11 **Other Off-Campus Behavior:** A violation of any school **Principal Discretion**
12 rule off-campus when the conduct is potentially or actually
13 disruptive to the school environment, its educational
14 purpose, or constitutes a threat to the health, safety, or
15 welfare of a student or students and/or school personnel.
- 16 **Other Inappropriate Behavior** **Principal Discretion**
- 17 **Offenses that are also Crimes:** Any of the above offenses that constitute a criminal offense will be
18 reported to local law enforcement officials.
- 19 **Special Education Procedure:** The discipline of special education students is governed by federal and
20 state laws. If an offense is committed by a special education student, the federal laws may or may not
21 permit punishment as set forth above. In addition, special and different procedures must be followed
22 when an offense is committed by a special education student.
- 23 **Director's Right to Modify:** The director of schools has the right to modify disciplinary sanctions.
24 Such modification may only be done on a case-by-case basis considering the specific circumstances
25 surrounding the disciplinary sanction.

1 **Safe Harbor Provision:**

- 2 1. A student may approach a school official and voluntarily surrender an object, the possession of which
3 is prohibited by these rules, provided the object is one that the student could lawfully possess off
4 school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing
5 in the school. If a student approaches a school official and voluntarily surrenders such an object,
6 then the student will not be subject to discipline under these rules. The principal will make
7 arrangements to return the object to the student's parents or legal guardian.
- 8 2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco,
9 alcohol) on school property, including on a school bus, the student may approach a school official
10 and report the discovery. A student shall not be in violation of the rules solely by making such a report.
11 School officials shall use discretion in determining whether the circumstances surrounding the report
12 warrant further investigation of the reporting student.



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

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

1st Reading:

Public Chapter 77 establishes guidelines for principals and teachers to follow when disciplining students as well as a process for the removal of a student from a teacher's classroom. It also includes an appeal process that a teacher can utilize if the principal denies the teacher's removal request. This new law, the Teacher Discipline Act, impacts model policies listed below that are required by state law. This law is effective January 1, 2022. Additions to the two current policies are highlighted in yellow.

6.306- Conduct (rename Interference/Disruption of School Activities)

6.313- Discipline Procedures

6.4081- Safe Relocation of Students (New policy)

5.701- Substitute Teachers- changes noted in yellow on the policy

2nd Reading:

4.401- Textbooks- Please add the following to lines 1-6 on page 2 of 3

CARE OF DEVICES

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

6.300-Code of Behavior and Discipline- Line 6 page 2 add **and nicotine** after the word tobacco

After each offense, add the following wording: **when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.**

Up for review:

1.402- Notification of Meetings

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

- 1.403- Agendas
- 1.404- Appeals to and Appearances Before the Board
- 1.405- Rules of Order
- 1.406- Minutes
- 1.407- School District Records
- 1.500- Board- Community Relations
- 1.501- Visitors to the Schools
- 1.502- Board Meeting News Coverage
- 1.503- News Releases, News Conferences and Interviews
- 1.600- Policy Development and Adoption
- 1.601- Administrative Procedures
- 1.603- Administrative Reports

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 07/01/19
		Rescinds: 1.602	Issued: 05/01/17

1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
2 of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director
3 of schools' office and in each of the public schools. The schedule shall also be sent to the president of
4 the local education association² and to the local news media for periodic announcement. No other notice
5 of regular meetings shall be necessary beyond those stated and the holding of the particular regular
6 meetings at the appointed times, if the date and time of the next regular meeting was announced at the
7 last held board meeting.

8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the
9 local news media and the president of the local education association, as in the case of regular meetings,
10 at least forty-eight (48) hours prior to the meeting.

11 The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally
12 unexpected occurrence or set of circumstances demanding immediate action." In such exceptions, notice
13 shall be given to all appropriate parties as is practical.

14 All notices of special board meetings shall state the time, place, and purpose of the meeting.

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Hickman County Board of Education

Descriptor Term: Agendas	Descriptor Code: 1.403	Issued Date: 07/01/19
	Rescinds: 1.403	Issued: 05/01/17

1 The Executive Committee of the Board shall be responsible for developing an agenda for each board
2 meeting. Any board member may place items on the agenda for discussion. The particular order may
3 vary from meeting to meeting in keeping with the business at hand.

4 For a regular board meeting, the agenda (which shall include the consent agenda), together with
5 supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled
6 date of the meeting. The agenda shall be available for public inspection and/or distribution when it is
7 distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote,
8 approve the agenda for the meeting, which may involve the addition to or deletion of items previously
9 included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless
10 such action has been scheduled.

11 Staff members or citizens of the district may suggest items for the agenda.

12 For items to be considered on the agenda, they must be received in the director of schools' office ten (10)
13 days prior to the scheduled date of the Monday meeting. The person(s) requesting an item on the agenda
14 shall forward any background information to the director of school's office so that the material will be
15 included in the delivery to the board members prior to the meeting.

16 ANNUAL AGENDA

17 At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-
18 by-month actions required by law and those required to carry out the Board's annual goals and objectives
19 and the State Board of Education's performance standards.

Hickman County Board of Education

Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 07/01/19
	Rescinds: 1.608	Issued: 05/01/17

1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 Board desires that all matters be settled at the lowest level of responsibility and will not hear complaints
4 or concerns which have not advanced through the proper administrative procedure from the point of
5 origin.

6 If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the
7 Board, the matter shall be referred in writing to the office of the director of schools and the Board shall
8 determine whether to hear the appeal.

9 APPEARING BEFORE THE BOARD

10 Individuals desiring to appear before the Board must submit a written request with descriptive materials
11 to the office of the director of schools ten (10) days before the meeting. If the request is approved by
12 the Executive Committee, the item will be placed on the agenda. Individuals placed on the agenda will
13 be recognized at the beginning of the meeting and given time to speak when their topic of interest is
14 addressed on the agenda. All requests submitted will be included in the board packet.

15 Recognition of individuals who are not citizens of the school system is to be determined by a majority
16 vote of the Board.

17 The chairman may recognize individuals not on the agenda for remarks to the Board if he/she determines
18 that such is in the public interest. A majority vote of members present can overrule the decision of the
19 chairman.

20 Individuals speaking to the Board shall address remarks to the chairman and may direct questions to
21 individual board members or staff members only upon approval of the chairman. Each person speaking
22 shall state his name, address, and subject of presentation. Remarks will be limited to five (5) minutes
23 unless time is extended by the Board. The chairman shall have the authority to terminate the remarks of
24 any individual who is disruptive or does not adhere to Board rules.¹ Members of the Board and the
25 director of schools have the privilege of asking questions of any person who addresses the Board.

26 Individuals desiring additional information about any item on the agenda shall direct such inquiries to
27 the office of the director of schools.

Legal References

1. TCA 39-17-306

Cross References

- School Board Meetings 1.400
Agendas 1.403
Complaints About School Personnel 5.502

Hickman County Board of Education

Descriptor Term: Rules of Order	Descriptor Code: 1.405	Issued Date: 07/01/19
	Rescinds: 1.405	Issued: 06/03/19

1 The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised*, shall govern the
2 Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable
3 to the Board, or by policies of this Board including the following exceptions:

4 **VOTING METHOD**

5 When a formal vote is taken on any question brought before the Board, the decision shall be made on
6 the basis of a majority of the membership of the Board.¹

7 Roll call votes will be used at the discretion of the chairman or upon the request of any board member.
8 Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's
9 individual vote may be recorded in the minutes. No secret votes shall be used.²

10 **CHAIRMAN'S PARTICIPATION**

11 The person chairing a meeting may participate in discussion, make motions, and vote on all issues as
12 any other member without relinquishing the chair.³

Legal References

1. TCA 49-2-202(g)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Hickman County Board of Education

Descriptor Term: Minutes	Descriptor Code: 1.406	Issued Date: 10/07/19
	Rescinds: 1.406	Issued: 07/01/19

1 The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of
2 the Board.¹ The draft of the minutes of the previous meeting shall be sent to all board members with the
3 agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed
4 by the chairman and director of schools.² The minutes shall become permanent records of the Board and
5 shall be made available to interested citizens and the news media upon request.^{3,4} A copy shall be
6 provided to all board members, the president of the local education association, and to each of the schools
7 no more than thirty (30) days after approval by the Board.⁵

8 The minutes shall include:

- 9 1. The nature of the meeting (regular or special), time, place, date, board members present or
10 absent, and the approval of the minutes of the preceding meeting;^{2,3}
- 11 2. A record of all motions, proposals, and resolutions passed or denied by the Board, together
12 with the names of the members making and seconding the motions, and a record of the
13 members voting “aye” and “nay” in the event of a roll call vote;^{2,3}
- 14 3. Reports, documents, and objects relating to a formal motion may be omitted from the
15 minutes, if they are referred to and identified by title and date;⁶
- 16 4. Names of persons addressing the Board and the purpose of their remarks; and
- 17 5. A brief account of those items discussed, and whether or not any motions were made
18 regarding those items.
- 19
- 20
- 21
- 22

Legal References

1. TCA 49-2-301(b)(C)(D)
2. Robert’s Rules of Order, Article VII, Paragraph 41
3. TCA 8-44-104(a)
4. TCA 10-7-503
5. TCA 49-2-203(a)(11); Public Acts of 2019, Chapter No. 248
6. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

Hickman County Board of Education

Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 07/01/19
	Rescinds: 1.407	Issued: 08/07/17

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

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

9 All requests to inspect or receive copies of records shall be submitted to Becky Coleman, the district's
10 public records request coordinator and records custodian.⁶

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

14 **REQUESTS FOR INSPECTION²**

15 Citizens requesting to inspect public records shall submit their request and a government issued photo
16 identification card with the citizen's address to the district's public records request coordinator during
17 normal business hours. Requests may be made in person, in writing, by telephone, fax, or electronic mail
18 (email). The coordinator shall submit the information to the appropriate records custodian. The records
19 custodian will contact the citizen and indicate when the records will be available to inspect.

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

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

24 **REQUESTS FOR COPIES²**

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

29 The records custodian shall provide an estimate of the reasonable costs to produce the requested records.
30 The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable

1 Charges found at [https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)
2 [guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. The
3 records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the
4 estimated reasonable costs by cash, money order or cashier's check prior to the district producing the
5 copies.

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

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

10 FREQUENT AND MULTIPLE REQUESTS

11 When the total number of requests for copies made by a requestor within a calendar month exceeds
12 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
13 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
14 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
15 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
16 Charges found at [https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf)
17 [guidelines/ScheduleofReasonableCharges.pdf](https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. Further,
18 the names of persons inspecting records and the date of inspection shall be recorded.

19 RECORDS RETENTION

20 The director of schools and/or his designee(s) shall retain and dispose of school district records in
21 accordance with the following guidelines:^{2,4}

- 22 1. The director of schools and/or his/her designee(s) will determine if a particular record is of
23 permanent or temporary value in accordance with regulations promulgated by County Public
24 Records Commission and the Tennessee Institute for Public Services records manual;^{8,9}
- 25 2. Temporary value records which have been kept beyond the required time may be recommended
26 to the Public Records Commission for destruction;^{10,11}
- 27 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
28 transferred to the State Library and Archives. The temporary value records rejected by the State
29 Library and Archives may be transferred to another institution or destroyed;^{10,11,12}
- 30 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
31 director of schools desires to destroy the original permanent record, these records must be
32 reproduced by microfilming or some other permanent reproduction method. Permission to
33 destroy any original permanent record after microfilming follows the same procedure noted
34 above for temporary records;^{9,11} and
- 35 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,
36 removal or loss of records.¹³

- 1 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR¹⁴
- 2 Becky Coleman
- 3 Office of Information and Services
- 4 931-729-3391 Ext 2225

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; TCA 10-7-(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-401
9. TCA 10-7-406
10. TCA 10-7-404
11. TCA 10-7-413
12. TCA 10-7-414
13. TCA 39-16-504
14. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Hickman County Board of Education

Descriptor Term: Board-Community Relations	Descriptor Code: 1.500	Issued Date: 07/01/19
	Rescinds: 1.500	Issued: 05/01/17

1 In order to promote school-community interaction relating to the policy and operation of the schools,
2 the Board will:

- 3 1. Strive to keep citizens of the school system regularly informed about all policies, problems
4 and planning through channels of communication, its own efforts, and the office of the
5 director of schools;
6
- 7 2. Encourage the public to inquire, learn about, and express a continuing interest in the
8 operation of the schools;
9
- 10 3. Direct all school employees, including teachers, administrators and support service
11 personnel to participate in good school-community interaction by:
12
 - 13 a. Transmitting pertinent and correct information to citizens upon request or upon
14 initiative of school employees;
 - 15 b. Seeking ways to improve school-community relations; and
16
- 17 4. Recognize the right of news media to inquire, research and report to the public information
18 about local schools.
19

20 The principal of each school shall be responsible for the development of a public relations program and
21 shall promote programs which involve parents and the community with the school.

22 The director of schools shall be responsible for leadership in school-community relations. Through the
23 use of his staff, he/she will promote a program to best coordinate the involvement of the schools and
24 community.

Hickman County Board of Education

	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 07/01/19
		Rescinds: 1.501	Issued: 05/01/17

1 Except on occasions, such as school programs, athletic events, open house and similar public events; all
 2 visitors will report to the school office when entering the school and will sign a log book. Authorization
 3 to visit elsewhere in the building or on the school campus will be determined by the principal or designee.
 4 Guest passes shall be issued for all persons other than students and employees of the school. ¹

5 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto
 6 the grounds or into the school buildings during the hours of student instruction except students assigned
 7 to that school, the staff of the school, parents of students, and other persons with lawful and valid business
 8 on the school premises.

9 The principal or his/her designee has the authority to exclude from the school premises any persons
 10 disrupting the educational programs in the classroom or in the school, disturbing the teachers or students
 11 on the premises, or on the premises for the purpose of committing an illegal act.²

12 The principal shall engage law enforcement officials when he/she believes the situation warrants such
 13 measures.

14 Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town visitors
 15 to school must be submitted to the principal.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

Cross References

Section 504/ADA Grievance Procedures 1.802
 Vendor Relations 2.809
 Security 3.205
 Care of School Property 6.311

Hickman County Board of Education

	Descriptor Term: Board Meeting News Coverage	Descriptor Code: 1.502	Issued Date: 07/01/19
		Rescinds: 1.502	Issued: 05/01/17

- 1 A copy of the agenda and agenda materials will be sent in advance to members of the news media who
- 2 request it. Additionally, all reports approved by the Board shall be made available to the media.
- 3 The press will be provided with working copies of the agenda and agenda materials upon request.
- 4 The chairman of the Board and/or the director of schools will be available after each meeting to answer
- 5 questions and to clarify points of discussion and action.

Cross References

Board-Community Relations 1.500
News Releases, Conferences and Interviews 1.503

Hickman County Board of Education

Descriptor Term: News Releases, News Conferences, and Interviews	Descriptor Code: 1.503	Issued Date: 07/01/19
	Rescinds: 1.503	Issued: 05/01/17

1 The release of official news from the system and schools shall be coordinated as follows:

- 2 1. The board chairman will be the official spokesman for the Board, except as this duty is
3 delegated to others;
- 4 2. News releases which are of a systemwide nature or pertain to established system policy are
5 the responsibility of the director of schools or a designated member of the administrative
6 staff; and
- 7 3. News releases which are of concern to only one school or to an organization of one school
8 are the responsibility of the principal of that particular school.

9 When individual board members or the director of schools express their views on any issue which is in
10 opposition to a view expressed in board policy, they have the duty to make clear that the view
11 expressed is not the official view of the Board or school system.
12
13

Cross References

Board-Community Relations 1.500
Board Meeting News Coverage 1.502
Crisis Management 3.203

Hickman County Board of Education

Descriptor Term: Policy Development and Adoption	Descriptor Code: 1.600	Issued Date: 08/05/19
	Rescinds: 1.600	Issued: 08/07/17

1 It is the intent of the Board to develop policies which serve as guidelines and goals for the successful
2 and efficient functioning of the schools.

3 The Board considers policy development its chief function, along with the provision of personnel,
4 buildings, materials and equipment for the successful administration, application and execution of its
5 policies.

6 It is the Board's intention that its policies serve as sources of information and guidance for all people
7 who are interested in or connected with the schools.

8 The policies of the Board are framed and are meant to be interpreted in terms of Tennessee laws, rules
9 and regulations of the State Board of Education, and all other regulatory agencies within our local,
10 county, state and federal levels of government. The policies are also framed and are meant to be
11 interpreted in terms of those educational objectives, procedures, and practices which are broadly
12 accepted by leaders and authorities in the public education field.

13 Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to
14 the policies of present and future boards. The Board shall review its policies at least biennially, and
15 update if necessary.

16 The adoption and revision of policy is a continuous process. Proposals for new policy or changes in
17 existing policy may be initiated in writing by any board member, any citizen or any employee of the
18 Board.

19 The development of school board policy will generally follow the steps of:

- 20 • Identification of need for a new or a change in existing policy;
- 21
- 22 • Discussion of the issues and suggestion of possible approaches;
- 23
- 24 • Preparation of a draft proposed policy;
- 25
- 26 • Referral to the Policy Committee;
- 27
- 28 • Board reaction to the draft with suggested changes noted;
- 29
- 30 • Proposed policy distributed for community reaction;
- 31
- 32 • Board adoption of policy, with or without revision, at second reading; and
- 33 • Distribution of policy by director of schools.

- 1 1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and
2 in conformance with the codification system used in the Board Policy Manual by the Policy
3 Committee.
- 4 2. Insofar as possible, each policy statement shall be limited to one subject.
- 5 3. Policies and amendments adopted by the Board shall be attached to and made a part of the
6 minutes of the meeting at which they are adopted and shall also be included in the policy
7 manual of the system.
- 8 4. Policies and amendments to policies shall be effective immediately upon adoption unless a
9 specific effective date is provided in the adopted resolution.
- 10 5. It will be the duty of the director of schools periodically to review policies to determine if any
11 need revision.
- 12
- 13
- 14
- 15

16 **EMERGENCY PROCEDURE**

17 On matters of unusual urgency, by an affirmative vote by a majority of the members of the Board, the
18 Board may waive the second reading-second meeting limitation and take immediate action to adopt
19 new or review existing policies.

20 **DISSEMINATION**

21 The director of schools is directed to establish and maintain an orderly plan for preserving and making
22 accessible the policies and revisions thereto adopted by the Board of Education. Policy manuals shall
23 be maintained in the front office at each school, central office, and with each system administrator.

24 Policies shall be accessible at least to all employees of the school system, to members of the Board,
25 and to citizens of the community by way of publication on the school system website.¹

26 All policy manuals distributed to anyone shall remain the property of the Hickman County Board of
27 Education and shall be considered as "on loan" to anyone, or any organization in whose possession
28 they might be at any time. They are subject to recall at any time deemed necessary by the director of
29 schools.

30 **REVIEW AND EVALUATION**

31 In an effort to keep its policies up-to-date so that they may be used consistently as a basis for board
32 action and administrative decision, the Board shall review its policies on a continuing basis.

33 The Board shall evaluate how the policies have been executed by the school staff and weigh the
34 results. It encourages the school staff, students, and the community to provide evidence of the policies
35 which it has adopted.

36 The director of schools is given the continuing commission of calling to the Board's attention all
37 policies that are out-of-date or for other reasons appear to need revision.

38 **ADMINISTRATION IN POLICY ABSENCE**

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Administrative Procedures</h2>	Descriptor Code: <h3 style="text-align: center;">1.601</h3>	Issued Date: <h3 style="text-align: center;">08/05/19</h3>
		Rescinds: <h3 style="text-align: center;">1.601</h3>	Issued: <h3 style="text-align: center;">08/07/17</h3>

1 The director of schools is responsible for implementing board policies and for interpreting them to
 2 staff, students, and the public.¹

3 The director of schools, in consultation with principals, staff members, and other persons and groups as
 4 appropriate to the topic, will develop administrative procedures as necessary to implement board
 5 policies.²

6 Within the policies and regulations of the Board and the director of schools, principals are authorized
 7 to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The director of schools is directed to establish and maintain an orderly plan for preserving and making
 10 accessible to all employees the administrative rules and regulations needed to put board policies into
 11 effect.

12 Accessibility to administrative rules is extended to all employees of the school district and interested
 13 citizens by way of publication on the school system website.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

- Role of the Board of Education 1.101
- Board-Director Relations 1.205
- Policy Development and Adoption 1.600
- Qualifications/Duties of the Director of Schools 5.802

Hickman County Board of Education

	Descriptor Term: Administrative Reports	Descriptor Code: 1.603	Issued Date: 08/05/19
		Rescinds: 1.603	Issued: 07/10/17

1 At each board meeting, the director of schools shall report the names of new personnel employed since
2 the last meeting of the board of education.

3 The director shall make annual reports concerning conditions of efficiency and needs of the school
4 system. Included in this report shall be information regarding employment of instructional staff as
5 follows:

- 6 1. Number of applicants interviewed and the number employed;
- 7 2. Procedures being used to ensure that the best applicants are being selected;
- 8 3. Evidence that all non-tenured teachers were evaluated;
- 9 4. Number of non-tenured teachers;
- 10 5. Number of teachers non-renewed;
- 11 6. Percent of non-tenured teachers who scored at each level on the evaluation scale;
- 12 7. Percent of tenured teachers who scored at each level on the evaluation scale;
- 13 8. Percent of principals who scored at each level on the evaluation scale;
- 14 9. Evidence of high correlation between evaluation and productivity;
- 15 10. Percent of supervisory personnel (other than principals) who scored at each level on the
16 evaluation scale;
- 17 11. Summary and explanation of how our school system fared on the Report Card distributed by
18 the State Department of Education.

19 Board members shall be made aware of all reports prepared by the superintendent's office for
20 transmittal to the local legislative body, the State Department of Education, or any federal agency.

Cross References

Qualifications/Duties of the Director of Schools 5.802

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 Cheer

Account Number 614

Proposed fundraising activities: Fan cloth

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

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

Method by which school will receive profit: check

Requested by: Rachel Smith
Name/Title

9/24/21
Date

Approved by: Kimberly Williams
Principal

10/18/21
Date

Approved by: Michelle Heibert
Director of Schools*

10/21/21
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

Fund/account name Cross Country

Proposed fundraising activities: T-Shirt Sale

Purposed Uses of funds raised
for post-season fees + new uniforms

Expected student involvement (school-wide or specific school organization) _____
Cross Country Team members - 17 students

Method by which school will receive profit each shirt sold will
profit \$6

Requested by Jammy Norley/Coach Date 10-7-2021
Name/Title

Approved by Eric S. Shippin Date 10-7-21
Principal

Approved by Michelle Heiver Date 10/21/21
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.

AMY BRYANT
9589 S Lick Creek Rd., Lyles, TN 37096

RONALD GAMMONS
6418 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



Michelle Gilbert
Director of Schools
115 MURPHREE AVENUE
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

**School Support Organization
Request For Fundraising Activities**

Organization Soar and Score Clubs - Boys

Proposed Fundraising Activity Alumni Basketball Game

Date(s) November 6, 2021

Location(s) CHHS Gym

Requested By Pipp Taylor 9/22/2021
President/Chair of Organization Date

Recommended By Kimberly Williams 09/29/2021
Principal Date

Approved Michelle Gilbert 10/4/21
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

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

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



Michelle Gilbert
Director of Schools
115 MURPHEE AVENUE
CENTERVILLE, TN 37033

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
8792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2869 Hwy 48 N., Nunnely, TN 37137

School Support Organization
Request For Fundraising Activities

Organization Soar and Score Club - Boys

Proposed Fundraising Activity Calendar Fundraiser

Date(s) Oct 1st - Oct 31st 2021

Location(s) CHHS

Requested By Poppy Taylor
President/Chair of Organization

9/22/2021
Date

Recommended By Kimberly Williams
Principal

09/29/2021
Date

Approved Michelle Gilbert
Director of Schools or Designee

10/4/21
Date

Not Approved _____
Director of Schools or Designee

Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cosmetology

Proposed fundraising activities: Selling candy

Purposed Uses of funds raised Money will be used to buy consumable supplies for salon

Expected student involvement (school-wide or specific school organization) Cosmetology students / Skills USA students

Method by which school will receive profit We will order candy, students will collect money, we will be billed for candy, 50% profit

Requested by Emily Cuon, Cosmetology Instructor Date _____

Approved by Kimberly Williams Date 10/8/2021
Principal

Approved by Michelle Helout Date 10/20/21
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.

please be sure to follow guidelines for nutrition A-2 during school day.

AMY BRYANT
9589 S. Uck 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



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

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
8792 Dogwood Dr., Bon Aqua, TN 37025

VANCE WILLIS
2809 Hwy 48 N., Nunnely, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization Socar and Score Club - Boys

Proposed Fundraising Activity Calendar Fundraiser

Date(s) Oct 1st - Oct 31st 2021

Location(s) CHHS

Requested By Pippa Taylor
President/Chair of Organization

9/22/2021
Date

Recommended By Kimberly Williams
Principal

09/29/2021
Date

Approved Michelle Gilbert
Director of Schools or Designee

10/4/21
Date

Not Approved _____
Director of Schools or Designee

Date

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

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



Michelle Gilbert
Director of Schools
115 MURPHREE AVENUE
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

**School Support Organization
Request For Fundraising Activities**

Organization Soar and Score Clubs - Boys

Proposed Fundraising Activity Alumni Basketball Game

Date(s) November 6, 2021

Location(s) EHHS Gym

Requested By Pippa Jaylor
President/Chair of Organization

9/22/2021
Date

Recommended By Kimberly Williams
Principal

09/29/2021
Date

Approved Michelle Gilbert
Director of Schools or Designee

10/4/21
Date

Not Approved _____
Director of Schools or Designee

Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name FFA / Agriculture

Proposed fundraising activities: Annual Fruit Sale

Purposed Uses of funds raised Funding for FFA contests and Classroom activities

Expected student involvement (school-wide or specific school organization) Students in FFA and Ag classes

Method by which school will receive profit Dollars per unit

Requested by [Signature] Date Sep 30 2021
Name/Title

Approved by [Signature] Date 9-30-21
Principal

Approved by [Signature] Date 10/4/21
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

Fund/account name Softball

Proposed fundraising activities: Musie City Fundraising - Butter Braid

Purposed Uses of funds raised

Purchase team apparel, equipment, and gear

Expected student involvement (school-wide or specific school organization) Softball (20 girls)

team selling to school & community

Method by which school will receive profit Sales from Butter Braid

Requested by Zach Bentley/AD on behalf of Jennifer Chilton/Couch Date 10-01-21
Name/Title

Approved by Ima S. Shipp Date 10-5-21
Principal

Approved by Michelle Arwert Date 10/20/21
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

Fund/account name Operations / Maintenance

Proposed fundraising activities: Sell Cookie Dough { We hope to have cookie samples available @ parent-teacher conference. }

Purposed Uses of funds raised → ALL "Outdoor-Related"
Landscaping in front of 8th grade Exterior Doors,
Benches needed in front of swing set, Raised Bed for garden outside of ELC classroom (if funds allow)

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

School-wide - those that wish to participate

Method by which school will receive profit Currency

Requested by Christie Carter / Teacher Date 10-25-21
Name/Title

Approved by Uma S. Shypien Date 10-25-21
Principal

Approved by Michelle Hewitt Date 10/26/21
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

Fund/account name ~~816~~ Yearbook 816

Proposed fundraising activities: World's Finest Chocolate

Purposed Uses of funds raised

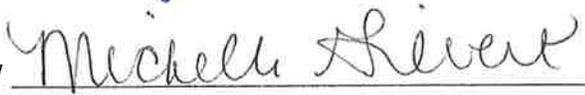
to help pay off bill from last year's book

Expected student involvement (school-wide or specific school organization) 10 students

Method by which school will receive profit We keep 50% of sales and send the company the rest

Requested by Jennifer Lynn, Sponsor Date 10-22-21
Name/Title

Approved by  Date 10.22.21
Principal

Approved by  Date 10/25/21
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.