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**REGULAR BOARD MEETING**  
**Monday, August 1, 2022 7:00 PM**  
**Room 203 Central Office**

- I. Call To Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of July 11, 2022 Regular Board Meeting Minutes
- V. Approval of July 21, 2022 Special Called Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
  - A. Employee of the Month
  - B. Board Member Recognition
- VIII. Communications to the Board
  - A. Director's Report
  - B. Financial Report
  - C. ESSER Updates
  - D. 2021-2022 Academic Report
  - E. OPEB Quarterly Report
- IX. Items Requiring Board Action
  - A. Event Request
    - 1. HCHS JROTC
  - B. Budget Amendments
  - C. 2022-2023 Health and Safety Plan
  - D. Revised Board Policies - 4.400, 4.601, 6.310 (1st Reading)
  - E. Revised Board Policies - 1.102, 3.202, 4.101, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119, 5.200, 5.201, 5.701, 6.200, 6.318, 6.409, 1.104, 1.105, 1.204 (2nd Reading)
  - F. Board Policy Review - 4.700--4.804
  - G. ESSER Grant Contracts
- X. Announcements
- XI. Adjourn

Monday, July 11, 2022  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, July 11, 2022, 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, Jane Herron, Tim Hobbs, Jim Hudgins, and Vance Willis.

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

Amy Bryant led the group in the Pledge of Allegiance.

Steve Gianakos made a motion to approve the minutes from the meeting held on June 6, 2022. Jim Hudgins seconded the motion.

Monday, June 6, 2022  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, June 6, 2022, 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, Tim Hobbs, and Jim Hudgins. Jane Herron attended the meeting remotely. Vance Willis was absent from the meeting.

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

Ron Gammons led the group in the Pledge of Allegiance.

Steve Gianakos made a motion to approve the minutes from the meeting held on May 2, 2022. Tim Hobbs seconded the motion.

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 May 16, 2022. Steve Gianakos seconded the motion.

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 May 18, 2022. Jim Hudgins seconded the motion.

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

Steve Gianakos made a motion to amend the agenda to EHHS Girls and Boys Basketball Trip Requests to #2 under trip requests. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the amended meeting agenda for June 6, 2022.

Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 6, 2022, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of May 2, 2022 Regular Board Meeting Minutes
- V. Approval of May 16, 2022 Special Called Board Meeting Minutes
- VI. Approval of May 18, 2022 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
  - A. Employee of the Month--Jim Hudgins
  - B. Principal of the Year--Ron Gammons
  - C. Supervisor of the Year--Steve Gianakos
  - D. Employee of the Year--Tim Hobbs
  - E. Friend of Education--Amy Bryant
  - F. Lifetime Transportation Award--Jim Hudgins
  - G. District Championship Recognition--Tim Hobbs
  - H. State Level Competitor Recognition--Steve Gianakos
- IX. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--ESSER Manager
  - D. Family Resource Centers-- Family Resource Centers Directors
  - E. Transportation Bus Routes
- X. Items Requiring Board Action
  - A. Trip Request
    - 1. EHHS HOSA National Competition--Sponsor and Students
    - 2. EHHS Girls/Boys Basketball Teams--Coaches and Students
  - B. Board Meeting Schedule for 2022-2023--Director of Schools
  - C. Annual Agenda for 2022-2023--Director of Schools
  - D. ESSER Plan Revisions--Director of Schools
  - E. Recommendations for Tenure--Director of Accountability
  - F. Budget Amendments--Business Officer
  - G. Resolution to Grant Authority to Designate Reserves--Director of Schools
  - H. Grant Executive Committee Authority to Close Out Fiscal Year--Director of Schools
  - I. Authorize Director of Schools to Submit Grants, Applications, Reports, Amendments, and Addenda--Director of Schools
  - J. 2022-2023 142 Federal Budget--Business Officer and Federal Programs Director
  - K. 2022-2023 Differentiated Pay Plan--Director of Schools
  - L. 2022-2023 Pay Scales--Director of Schools

- M. Personnel Decisions--Director of Schools
- N. TSSE Membership Dues--Director of Schools
- O. Capital Outlay Projects 2021-2022--Director of Schools
- P. Point of Sale Bid Approval for School Nutrition--Food Service Director
- Q. Revised Board Policy 6.204 - (2nd Reading)--Director of Schools
- R. Revised Board Policy 1.108 - (2nd Reading)--Director of Schools
- S. Revised Board Policy 3.3001 - (2nd Reading)--Director of Accountability
- T. Board Policy Review 4.300--4.408 --Director of Accountability

XI. Announcements

XII. Adjourn

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

Alayna Duffel, EHES teacher, was recognized as Employee of the Month.

Jennifer Hudgins was recognized as the Principal of the Year. Julia Thomasson was recognized as Supervisor of the Year.

Floy Ann McCutchen and Becky Malugin were recognized as the Employees of the Year.

Juanest and Eartha Cathey were recognized as the Friends of Education.

Debbie Buchanan was recognized for the Lifetime Transportation Award.

The EHHS Girls Basketball team and HCHS Volleyball teams were recognized for achieving district championships during the school year.

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

Memorandum

To: Board Members  
 From: Michelle Gilbert  
 Date: May 28, 2022  
 RE: June Director's Report

**Leave of Absence**

Professional

Kendra Mayberry 2022-2023 school year

Support Staff

**Hiring**

Professional

David Carroll HCHS Math

Support Staff

Glenn Devore Maintenance Technician  
 Tina Tidwell EHHS Guidance Secretary  
 Heather Jefferson Food Service  
 Tiffany Underwood Food Service

Anissa Western	Food Service
<b>Resignation</b>	
<u>Professional</u>	
Anndrea Eubanks	EHIS Teacher
Cayla Moulton	EHMS Teacher/Athletic Director
Gabrielle Horner	EHMS Teacher
Paul Ewing	EHHS Teacher
Jason Terlecki	EHHS Teacher
<u>Support Staff</u>	
Kayla Pardue	EHHS Guidance Secretary
Jennifer Chilton	HCMS Softball Coach
<b>Retirement</b>	
<u>Professional</u>	
Jennifer Lynn	HCMS/HCHS Choir
Judi Culver	EHIS Special Education
<u>Support Staff</u>	
<b>Transfers</b>	
<u>Professional</u>	
<u>Support Staff</u>	
<b>Appointment</b>	
<u>Professional</u>	
<u>Support Staff</u>	
<b>Open Positions</b>	
2 Secondary Math Positions	
2 Secondary English Positions	
2 Secondary Science Positions	
1 Spanish Position	
2 Special Education Positions	
1 Speech Language Position	
1 Behavior Support Position	
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.

Steve Gianakos made a motion to accept the ESSER updates as presented. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to accept the Family Resource Center End of Year Report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the EHHS HOSA overnight trip request to attend the national competition in Nashville, TN on June 22-24, 2022. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve the EHHS Girls Basketball overnight trip request to attend basketball camp at the University of North Alabama in Florence, AL on June 8, 2022. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to approve the EHHS Boys Basketball overnight trip request to attend basketball camp at Wayne County High School on June 19-June 22, 2022. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Steve Gianakos made a motion to approve the board meeting schedule for the 2022-2023 school year. Ron Gammons seconded the motion.

2022-2023  
 Hickman County Board of Education Meeting Dates  
 July 11, 2022  
 August 1, 2022  
 September 12, 2022 Work Session  
 October 3, 2022  
 November 7, 2022  
 December 5, 2022  
 January 9, 2023  
 February 6, 2023  
 March 6, 2023  
 April 3, 2023  
 May 1, 2023  
 June 5, 2023

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

Tim Hobbs made a motion to approve the annual agenda with the addition of the review of the safety plan. Steve Gianakos seconded the motion.

Ron Gammons made a motion to amend the motion to add the safety plan discussion at the July work session. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Hickman County Board of Education  
 Annual Agenda 2022-2023  
 July 2022

Work Session	Board Meeting
Evaluation tool selected for the Director of Schools for the 2022-2023 school year	Student Discipline Hearing Authority Designation
	Approval of School Fees

Board Policy Review	Board Policy Review
Safety Plan Review	

August 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review

September 2022

Work Session	Board Meeting
Strategic Plan and Goals	

October 2022

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

November 2022

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

December 2022

Work Session	Board Meeting
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January 2023

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

February 2023

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

March 2023

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

April 2023

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

May 2023

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

June 2023



**Tracy Rivers**

**Rebecca Powers**

**Allison Gilbert**

**Amber Warren**

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

Steve Gianakos made a motion to approve budget amendments 35-36. Jim Hudgins seconded the motion.

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

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Jim Hudgins made a motion to approve Resolution 22-01. Steve Gianakos seconded the motion.

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

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

Steve Gianakos made a motion to allow the the Executive Committee, with guidance from our State Financial Consultant, Business Officer, and Finance Office Director and Assistant Director close out the financial books, including budget amendments. Jim Hudgins seconded the motion.

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

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs  
Jim Hudgins

Vance Willis

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

Ron Gammons made a motion to allow authorize the Director of Schools to submit Reports, Applications, Amendments, and Addenda including Federal applications and Budgets, and any other grants or awards in closing the 2021-2022 school year and for the rising 2022-2023 school year on behalf of the Hickman County School System. Jim Hudgins seconded the motion.

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

Vance Willis

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

Amy Bryant made a motion to approve the 142 federal budgets as presented. Steve Gianakos seconded the motion.

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

Vance Willis

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

Steve Gianakos made a motion to approve the differentiated pay plan for 2022-2023. Tim Hobbs seconded the motion.

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

Vance Willis

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

Amy Bryant made a motion to approve the 2022-2023 pay scales as presented. Steve Gianakos seconded the motion.

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

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

Vance Willis

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

Steve Gianakos made a motion to approve the personnel decisions as presented. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve the TSSE dues for the 2022-2023 school year for \$3,435.00. Jim Hudgins 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 4-2-1.

Jim Hudgins made a motion to approve the expenditures towards tennis court repairs (quotes presented at \$23,000 and \$19,000) at both high schools, sealing and striping the HCMS/HCHS parking lots(bid presented at \$107,625.80) , and the grate drain at EHHS (bid presented at \$39,750.00) in an amount not to exceed a total of \$200,000.00 from the 2021-2022 budget. Tim Hobbs seconded the motion.

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

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

Vance Willis

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

Steve Gianakos made a motion to approve the point of sale bid for school nutrition not to exceed \$35,000.00. Ron Gammons seconded the motion.

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

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

Vance Willis

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

Steve Gianakos made a motion to approve revised board policy 6.204 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Tim Hobbs made a motion to approve revised board policy 1.108 on second reading. Steve Gianakos seconded the motion. Ron Gammons requested a roll call vote.

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

Amy Bryant

Ron Gammons

Steve Gianakos  
Jane Herron  
Tim Hobbs  
Jim Hudgins

Vance Willis

On a roll call vote, the motion was approved 5-1-1.

Amy Bryant made a motion to approve board policy 3.301 on second reading. 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 4.300-4.408. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Michelle Gilbert announced that summer camp would be held from June 6-30 at six locations.

Amy Bryant announced the changes in TSBA training.

The meeting was adjourned at 8:12 p.m.

On a voice vote, the motion was approved 6-0-1. Vance Willis passed on the motion.

Vance Willis made a motion to amend the agenda to add Item VIII. N. Employee Health Insurance under Items Requiring Board Action. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the amended agenda. Tim Hobbs seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, July 11, 2022, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. June 6, 2022 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
  - A. Employee of the Month--Jim Hudgins
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--ESSER Manager
  - D. School Safety Measures--School Safety Team
  - E. Transportation Bus Routes
  - F. 2021-2022 State Assessment Results--Academic Supervisors
- VIII. Items Requiring Board Action
  - A. Budget Amendments--Business Officer
  - B. Close Out Budget Amendments--Business Officer
  - C. 2022-2023 Consolidated Application--Federal Programs Director
  - D. Recommendation for Tenure--Secondary Supervisor
  - E. 2022-2023 Student Discipline Hearing Authority--Director of Schools
  - F. 2022-2023 School Fees--Director of Schools
  - G. 2022-2023 Nutrition Program Prices--Nutrition Coordinator and Business Officer
  - H. Federal Programs Cashflow Request--Business Officer
  - I. 2022-2023 BEP Teacher Scale--Director of Schools
  - J. Revised Board Policies - 1.102, 3.202, 4.101, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119, 5.200, 5.201, 5.701, 5.201, 6.200, 6.318, 6.409, 1.104, 1.105, 1.204 (1st Reading)--Director of Accountability
  - K. Board Policy Review - 4.500--4.608--Director of Accountability
  - L. Declaration of Surplus--HCHS Basketball Program
  - M. ESSER Grant Contracts--Director of Schools
  - N. Employee Health Insurance
- IX. Announcements
- X. Adjourn

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

Vance Willis made a motion to approve the Director's Report. Steve Gianakos seconded the motion.

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: June 28, 2022

RE: July Director's Report

**Leave of Absence**

Professional

Support Staff

**Hiring**

Professional

Cullen Homolka

Nick Bentley\*

Kelly Medford

Robert Brewer\*

Tonda Gainey

Jennifer Presson

Samantha Avery

Jenny Sensing

Support Staff

Pamela Hunnicutt

EHHS Physical Education/Assistant Football Coach

CES Physical Education

HCMS/HCHS Music

HCHS/EHHS Career Technical Education Teacher

EHIS ELA Teacher

EHHS ELA Teacher

EHHS/HCHS Art Teacher

EHIS ELA Teacher

EHES Sp. Ed. Assistant

**Resignation**

Professional

Bethany Ring

Joseph Slaughter

Heather Turner

Abigail Loveless

Mason Rochelle

Support Staff

Preston Hall

Ray Ragan

Clay Chessor

EHMS Teacher

EHES/EHIS Physical Education

EHES Teacher

HCMS ELA Teacher

EHIS Physical Education Teacher

EHMS Baseball Coach

EHHS Baseball Coach

HCHS Baseball Coach

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Brandy Warren

Stacia Anglin

Gavin Gordon

Shelby Owens

Chastity Lampley

Robin DeVault

Support Staff

Chelsea Anglin

EHMS Math to HCMS ELA

Alternative School to CES School Counselor

EHHS to HCHS Physical Education/Girls Basketball

HCMS ELA Teacher to Math Teacher

HCMS ELA Teacher to Special Education

HCMS ELA Teacher to Library Steam Specialist

CES/CIS to CES Pre-K Assistant

**Appointment**

Professional

Joey Chilton

Kimberly Clark

Gabby Poston

Ben Bentley

Support Staff

Christie Carter

Madelyn True\*

Heather Nihoff

Allie Burgess

Adam Huffines

Caleb Garrett

Ben Green

CTE Director

HCMS Boys & Girls Cross-Country Coach

HCMS Girls Soccer Coach

HCHS Girls Cross-Country Coach

HCMS Volleyball Coach

HCMS Assistant Volleyball Coach

EHMS Volleyball Coach

EHMS Girls Basketball Coach

EHMS Asst. Football Coach

EHMS Asst. Football Coach

HCMS Head Football Coach

**Open Positions**

- 2 Secondary Math Positions
- 2 Secondary English Positions
- 2 Secondary Science Positions
- 1 Spanish Position
- 2 Special Education Positions
- 1 Speech Language Position
- 1 Behavior Support Position
- Bus Drivers

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

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

Vance Willis made a motion to approve the financial report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the ESSER update. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

The school safety team presented preventative measures that are in place for the safety of students and staff members at each building location to the board members and public present at the meeting.

The transportation director presented information regarding the support provided from TDOE for scheduling bus routes.

Steve Gianakos made a motion to approve budget amendment 1. Jane Herron seconded the motion.

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

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

Steve Gianakos made a motion to approve close out budget amendments 35-41 for fiscal year 2022. Tim Hobbs seconded the motion.

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

Tim Hobbs  
Jim Hudgins  
Vance Willis

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

Tim Hobbs made a motion to approve tenure for Jennifer Cooper. Amy Bryant seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the appointment of the Student Discipline Hearing Authority for 2022-2023. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the 2022-2023 school fees submitted from the schools. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve the school nutrition program prices for 2022-2023. Jim Hudgins seconded the motion.

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

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

Vance Willis made a motion to approve a federal cash flow request to increase the reserve from \$500,000.00 to \$750,000.00. Ron Gammons seconded the motion.

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

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

Steve Gianakos made a motion to approve the revised BEP Teacher Scale for 2022-2023. Jane Herron seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Amy Bryant  
Ron Gammons

Steve Gianakos  
Jane Herron  
Tim Hobbs  
Jim Hudgins  
Vance Willis

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

Vance Willis made a motion to suspend the rules and approve revised board policy 4.600 without second reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve board policy 4.402 on first reading and add the lines regarding BEP funding to board policy 4.400. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve board policies 1.102, 3.202, 4.101, 4.212, 4.403, 4.406, 5.119, 5.200, 5.201, 5.701, 5.201, 6.200, 6.318, 6.409, 1.104, 1.105, and 1.204 on first reading. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the review of board policies 4.500-4.608 and to ask TSBA for guidance on board policy 4.601, lines 11-17 regarding driver license requirements and if needed to bring back policy 4.601 in August. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to approve the HCHS Basketball program request to declare a Dr. Dish piece of equipment as surplus to be sold through online auction with a reserve. Jim Hudgins seconded the motion.

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

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

Vance Willis made a motion to approve the construction management contract for the ESSER funded projects. Steve Gianakos seconded the motion.

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

Tim Hobbs  
Jim Hudgins  
Vance Willis

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

Amy Bryant made a motion to approve employee health insurance at 70/30 unless it hurts the employee and grandfather those employees at the current rate of insurance level of up to \$7,900.00. Jim Hudgins seconded the motion.

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

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

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

Thursday, July 21, 2022  
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special session on Thursday, July 21, 2022, at 6:30 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Jane Herron, and Jim Hudgins. Steve Gianakos attended the meeting remotely. Tim Hobbs and Vance Willis were absent from the meeting.

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

Amy Bryant led the group in the Pledge of Allegiance.

Jane Herron made a motion to approve the meeting agenda for July 21, 2022. Ron Gammons seconded the motion.

The Hickman County Board of Education will meet in a special called session on Thursday, July 21, 2022, at 6:30 p.m. in Room 203 of the Hickman County Board of Education Central Office.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
  - A. EHES Plumbing Project Approval--Director of Schools
- VI. Announcements
- VII. Adjourn

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

Amy Bryant made a motion to accept Hull's quote for \$21,404.08 for the plumbing work at EHES. Jim Hudgins seconded the motion.

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

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

The meeting was adjourned at 6:45 p.m.

The Hickman County Board of Education will meet in regular session on Monday, August 1, 2022, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. July 11, 2022 Regular Board Meeting Minutes
- V. July 21, 2022 Special Called Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
  - A. Employee of the Month--Jim Hudgins
  - B. Board Member Recognition--Director of IsSchools
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. ESSER Updates--Director of Schools
  - D. 2021-2022 Academic Report--Academic Supervisors
  - E. OPEB Quarterly Report--Director of Schools
- VIII. Items Requiring Board Action
  - A. Event Request
    1. HCHS JROTC--Sponsor and Students
  - B. Budget Amendments--Business Officer
  - C. 2022-2023 Health and Safety Plan--Director of Schools
  - D. Revised Board Policies - 4.400, 4.601, 6.310 (1st Reading)--Director of Accountability
  - E. Revised Board Policies - 1.102, 3.202, 4.101, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119, 5.200, 5.201, 5.701, 6.200, 6.318, 6.409, 1.104, 1.105, 1.204 (2nd Reading)--Director of Accountability
  - F. Board Policy Review - 4.700 – 4.804--Director of Accountability
  - G. ESSER Grant Contracts--Director of Schools
- IX. Announcements
- X. Adjourn

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: July 26, 2022  
RE: August Director's Report

**Leave of Absence**

Professional

Cary Wright

FMLA July 25-August 9, 2022

Support Staff

**Hiring**

Professional

Jeffery Kapke

HCHS Math/Head Baseball Coach

Caleb Brewer\*

EHHS Physical Education/Head Baseball Coach

Brittany Gilbert

EHHS School Counselor

Hannah Redden

EHES/EHIS Physical Education

Gabriel Ruiz-Ballard

HCHS Spanish

Shannon Profitt

EHHS Math

Shannon Kwidkawski

HCHS English

Spencer Harris

EHMS English

Mark Gobble

EHMS Social Studies

Thomas Burkett

EHMS Science

Jayden Malugin\*

EHHS Math

Madelyn Owens

CIS ELA

Emma Orton

EHES Teacher

Support Staff

Gia Lawrence

Special Education Assistant

Cassidy LaCasse

Special Education Assistant

**Resignation**

Professional

Teresa Tharpe

EHHS Math

Bert Buchler

EHMS Special Education

Lauren Sauls

EHMS ELA

Support Staff

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

**Appointment**

Professional

Joey Chilton

CTE Director

Support Staff

Christie Carter

HCMS Volleyball Coach

Madelyn True\*

HCMS Assistant Volleyball Coach

Heather Nihoff

EHMS Volleyball Coach

Allie Burgess

EHMS Girls Basketball Coach

Adam Huffines

EHMS Asst. Football Coach

Caleb Garrett

EHMS Asst. Football Coach

Ben Green

HCMS Head Football Coach

Kimberly Clark

HCMS Boys & Girls Cross-Country Coach

Gabby Poston

HCMS Girls Soccer Coach

Ben Bentley

HCHS Girls Cross-Country Coach

**Open Positions**

1 Secondary Math Position

1 Secondary Science Position

1 K-5 position

1 Intervention Position

1 Spanish Position

2 Special Education Positions

1 Speech Language Position

1 Behavior Support Position

Bus Drivers

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

141	General Purpose School	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Avg/Mth	Actual	% of Avg
Account	Description						
<b>Revenues</b>							
40110	Current Property Tax	2,953,439.00	(3,121,833.13)	105.70 %	246,119.92	(16,631.50)	6.76 %
40120	Trustee's Collections - Prior Year	80,000.00	(70,762.14)	88.45 %	6,666.67	(1,903.24)	28.55 %
40125	Trustee's Collections - Bankruptcy	0.00	(1,594.63)	0.00 %	0.00	(6.00)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(46,819.45)	104.04 %	3,750.00	(14,510.25)	386.94 %
40140	Interest And Penalty	21,000.00	(14,850.67)	70.72 %	1,750.00	(963.80)	55.07 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(3,035.57)	75.89 %	333.33	(274.38)	82.31 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	2,100,000.00	(2,656,897.98)	126.52 %	175,000.00	(472,604.22)	270.06 %
40270	Business Tax	30,000.00	(44,015.46)	146.72 %	2,500.00	(9,334.40)	373.38 %
41110	Marriage Licenses	1,300.00	(1,187.50)	91.35 %	108.33	(190.00)	175.38 %
43517	Tuition - Other	2,000.00	(2,900.00)	145.00 %	166.67	0.00	0.00 %
43570	Receipts From Individual Schools	30,000.00	(2,668.61)	8.90 %	2,500.00	0.00	0.00 %
43582	Community Service Fees - Adults	200.00	(149.70)	74.85 %	16.67	(45.50)	273.00 %
44120	Lease/Rentals	1,000.00	(10,601.81)	1,060.18 %	83.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	(49,055.89)	163.52 %	2,500.00	(48,427.08)	1,937.08 %
44530	Sale Of Equipment	10,000.00	(11,729.10)	117.29 %	833.33	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(866.11)	28.87 %	250.00	(192.08)	76.83 %
44570	Contributions & Gifts	15,000.00	(18,360.94)	122.41 %	1,250.00	0.00	0.00 %
46511	Basic Education Program	22,770,000.00	(23,020,520.43)	101.10 %	1,897,500.00	(2,295,429.88)	120.97 %
46515	Early Childhood Education	417,796.00	(417,795.99)	100.00 %	34,816.33	(97,427.20)	279.83 %
46520	School Food Service	22,000.00	(19,518.14)	88.72 %	1,833.33	0.00	0.00 %
46550	Driver Education	10,000.00	(434.45)	4.34 %	833.33	(434.45)	52.13 %
46590	Other State Education Funds	685,716.71	(413,791.28)	60.34 %	57,143.06	(413,791.28)	724.13 %
46591	Coordinated School Health	90,000.00	(90,000.00)	100.00 %	7,500.00	(13,325.77)	177.68 %
46594	Family Resource Centers	59,223.00	(59,223.30)	100.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	50,000.00	(55,435.98)	110.87 %	4,166.67	(1,179.20)	28.30 %
46851	State Revenue Sharing - T.V.A.	240,000.00	(201,011.04)	83.75 %	20,000.00	(50,252.76)	251.26 %
46980	Other State Grants	0.00	(271,914.00)	0.00 %	0.00	0.00	0.00 %
46981	Safe Schools	86,560.00	(85,904.41)	99.24 %	7,213.33	(85,904.11)	1,190.91 %
46990	Other State Revenues	15,000.00	(5,473.80)	36.49 %	1,250.00	(427.74)	34.22 %
47640	Rotc Reimbursement	70,000.00	(71,502.69)	102.15 %	5,833.33	(7,219.95)	123.77 %
48990	Other	88,676.79	(64,955.91)	73.25 %	7,389.73	(45,155.91)	611.06 %
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	(3,536.39)	14.15 %	2,083.33	(3,536.39)	169.75 %
<b>Total Revenues</b>		<b>29,971,911.50</b>	<b>(30,844,346.50)</b>	<b>102.91 %</b>	<b>2,497,659.29</b>	<b>(3,579,167.09)</b>	<b>143.30 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(14,932,275.12)	13,685,641.13	91.65 %	(1,244,356.26)	1,165,165.53	93.64 %

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Budget	% of Avg
				Budget Estimate	Actual	Estimate Avg/Mth	Actual		
71150		Alternative Instruction Program	(180,671.00)	156,357.69	86.54 %	(15,055.92)	(2,210.14)	-14.68 %	
71200		Special Education Program	(3,194,103.00)	3,022,429.96	94.63 %	(266,175.25)	561,624.67	211.00 %	
71300		Career and Technical Education	(1,264,794.50)	1,051,651.71	83.15 %	(105,399.54)	194,637.59	184.67 %	
72110		Attendance	(175,970.00)	83,376.96	47.38 %	(14,664.17)	8,641.60	58.93 %	
72120		Health Services	(386,008.00)	368,926.74	95.57 %	(32,167.33)	28,130.76	87.45 %	
72130		Other Student Support	(1,020,144.00)	931,631.90	91.32 %	(85,012.00)	181,100.06	213.03 %	
72210		Regular Instruction Program	(1,349,864.80)	1,244,799.10	92.22 %	(112,488.73)	207,644.72	184.59 %	
72220		Special Education Program	(121,505.00)	96,245.75	79.21 %	(10,125.42)	7,861.96	77.65 %	
72230		Career and Technical Education	(126,749.29)	119,800.55	94.52 %	(10,562.44)	23,251.58	220.13 %	
72250		Technology	(339,567.00)	298,978.45	88.05 %	(28,297.25)	12,232.55	43.23 %	
72290		Other Programs	(35,000.00)	19,010.57	54.32 %	(2,916.67)	0.00	0.00 %	
72310		Board Of Education	(669,913.00)	477,075.81	71.21 %	(55,826.08)	26,347.79	47.20 %	
72320		Director Of Schools	(310,564.00)	285,538.54	91.94 %	(25,880.33)	43,051.75	166.35 %	
72410		Office Of The Principal	(1,853,785.00)	1,677,191.97	90.47 %	(154,482.08)	385,635.25	249.63 %	
72510		Fiscal Services	(45,000.00)	45,000.00	100.00 %	(3,750.00)	0.00	0.00 %	
72610		Operation Of Plant	(2,389,305.57)	2,041,693.16	85.45 %	(199,108.80)	96,803.98	48.62 %	
72620		Maintenance Of Plant	(1,185,022.00)	969,174.17	81.79 %	(98,751.83)	65,658.96	66.49 %	
72710		Transportation	(2,433,392.26)	1,975,677.14	81.19 %	(202,782.69)	208,525.96	102.83 %	
72810		Central And Other	(257,500.00)	179,510.88	69.71 %	(21,458.33)	137,884.51	642.57 %	
73100		Food Service	(77,477.96)	67,989.36	87.75 %	(6,456.50)	67,989.36	1,053.04 %	
73300		Community Services	(132,316.00)	127,342.99	96.24 %	(11,026.33)	22,963.39	208.26 %	
73400		Early Childhood Education	(473,041.00)	381,065.63	80.56 %	(39,420.08)	86,929.58	220.52 %	
76100		Regular Capital Outlay	(450,000.00)	419,567.40	93.24 %	(37,500.00)	170,276.40	454.07 %	
99100		Transfers Out	(165,000.00)	163,284.00	98.96 %	(13,750.00)	0.00	0.00 %	
<b>Total</b>	<b>141</b>	<b>General Purpose School</b>	<b>(33,568,968.50)</b>	<b>29,888,961.56</b>	<b>89.04 %</b>	<b>(2,797,414.04)</b>	<b>3,700,147.81</b>	<b>132.27 %</b>	
			<b>(3,597,057.00)</b>	<b>(955,384.94)</b>	<b>-26.56 %</b>	<b>(299,754.75)</b>	<b>120,980.72</b>	<b>40.36 %</b>	

142	School Federal Projects	Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
44170	Miscellaneous Refunds	0.00	(557.56)	0.00 %	0.00	(557.56)	0.00 %
47131	Vocational Educ - Basic Grants To	109,612.01	(109,611.00)	100.00 %	9,134.33	(8,886.25)	97.28 %
47141	Title 1 Grants To Local Educ Agencies	1,186,986.69	(1,082,608.37)	91.21 %	98,915.56	(220,105.94)	222.52 %
47143	Special Education - Grants To States	1,038,457.86	(789,371.35)	76.01 %	86,538.16	(220,895.89)	255.26 %
47145	Special Education Preschool Grants	38,311.92	(17,241.83)	45.00 %	3,192.66	(6,750.95)	211.45 %
47146	English Language Acquisition Grants	163,325.97	(32,452.26)	19.87 %	13,610.50	(10,642.67)	78.19 %
47148	Rural Education	136,635.33	(44,829.28)	32.81 %	11,386.28	(28,672.33)	251.81 %
47189	Eisenhower Prof Development State	189,897.40	(167,941.24)	88.44 %	15,824.78	(40,373.33)	255.13 %
47301	COVID-19 Grant #1	256,012.87	(256,012.87)	100.00 %	21,334.41	(80,446.25)	377.07 %
47307	COVID-19 Grant B	2,801,712.86	(84,675.73)	3.02 %	233,476.07	(12,181.14)	5.22 %
47309	COVID-19 Grant D	288,000.00	(208,058.30)	72.24 %	24,000.00	(122,058.30)	508.58 %
47401	American Rescue Plan Act Grant #1	8,171,426.08	(975,477.51)	11.94 %	680,952.17	(715,212.60)	105.03 %
47402	American Rescue Plan Act Grant #2	202,505.77	(68,764.72)	33.96 %	16,875.48	(68,764.72)	407.48 %
47403	American Rescue Plan Act Grant #3	13,501.22	(2,463.06)	18.24 %	1,125.10	(2,463.06)	218.92 %
47404	American Rescue Plan Act Grant #4	36,654.70	(9,172.80)	25.02 %	3,054.56	(9,172.80)	300.30 %
47590	Other Federal Through State	333,914.58	(305,936.83)	91.62 %	27,826.22	(36,198.06)	130.09 %
	<b>Total Revenues</b>	<b>14,966,955.26</b>	<b>(4,155,174.71)</b>	<b>27.76 %</b>	<b>1,247,246.27</b>	<b>(1,583,381.85)</b>	<b>126.95 %</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(4,959,477.07)	1,604,134.04	32.34 %	(413,289.76)	463,285.48	112.10 %
71150	Alternative Instruction Program	(75,000.00)	21,473.57	28.63 %	(6,250.00)	21,473.57	343.58 %
71200	Special Education Program	(1,015,783.29)	566,425.75	55.76 %	(84,648.61)	192,604.70	227.53 %
71300	Career and Technical Education	(86,184.46)	86,183.45	100.00 %	(7,182.04)	6,515.59	90.72 %
72110	Attendance	(100,000.00)	31,271.44	31.27 %	(8,333.33)	31,271.44	375.26 %
72120	Health Services	(63,507.36)	48,571.03	76.48 %	(5,292.28)	48,571.03	917.77 %
72130	Other Student Support	(812,102.11)	416,101.87	51.24 %	(67,675.18)	58,154.73	85.93 %
72210	Regular Instruction Program	(1,742,841.69)	905,097.42	51.93 %	(145,236.81)	489,822.90	337.26 %
72220	Special Education Program	(560,140.90)	370,638.55	66.17 %	(46,678.41)	101,266.87	216.95 %
72230	Career and Technical Education	(2,497.30)	2,497.30	100.00 %	(208.11)	2,497.30	1,200.00 %
72250	Technology	(255,000.00)	75,523.90	29.62 %	(21,250.00)	0.00	0.00 %
72610	Operation Of Plant	(2,050,548.17)	23,720.00	1.16 %	(170,879.01)	0.00	0.00 %
72710	Transportation	(3,000.00)	0.00	0.00 %	(250.00)	0.00	0.00 %
73100	Food Service	(219,416.80)	0.00	0.00 %	(18,284.73)	0.00	0.00 %
76100	Regular Capital Outlay	(3,008,003.58)	0.00	0.00 %	(250,666.97)	0.00	0.00 %
99100	Transfers Out	(13,452.53)	3,536.39	26.29 %	(1,121.04)	3,536.39	315.46 %
	<b>Total Expenditures</b>	<b>(14,966,955.26)</b>	<b>4,155,174.71</b>	<b>27.76 %</b>	<b>(1,247,246.27)</b>	<b>1,419,000.00</b>	<b>113.77 %</b>
<b>Total</b>	<b>142</b> School Federal Projects	<b>0.00</b>	<b>0.00</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(164,381.85)</b>	<b>0.00 %</b>

143	Central Cafeteria	Account	Description	Year-To-Date		Month-To-Date		% of Budget	Estimate Avg/Mth	Actual	% of Avg
				Budget Estimate	Actual	Actual	Actual				
<b>Revenues</b>											
43521			Lunch Payments - Children	0.00	0.00	0.00 %	0.00	0.00	0.00	0.00	0.00 %
43522			Lunch Payments - Adults	75,000.00	(30,752.11)	41.00 %	6,250.00	(240.86)	3.85 %		
43523			Income From Breakfast	10,000.00	(886.10)	8.86 %	833.33	(30.50)	3.66 %		
43525			A La Carte Sales	175,000.00	(148,618.65)	84.92 %	14,583.33	(469.33)	3.22 %		
43570			Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
44110			Investment Income	200.00	(129.10)	64.55 %	16.67	(15.15)	90.90 %		
44170			Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %		
44530			Sale Of Equipment	0.00	(9.00)	0.00 %	0.00	0.00	0.00 %		
47111			USDA School Lunch Program	1,340,000.00	(1,713,678.51)	127.89 %	111,666.67	(21,133.50)	18.93 %		
47112			USDA - Commodities	0.00	(88,790.56)	0.00 %	0.00	(88,790.56)	0.00 %		
47113			Breakfast	560,000.00	(594,213.25)	106.11 %	46,666.67	(9,940.68)	21.30 %		
47114			USDA - Other	15,000.00	(35,334.26)	235.56 %	1,250.00	0.00	0.00 %		
			<b>Total Revenues</b>	<b>2,175,200.00</b>	<b>(2,612,411.54)</b>	<b>120.10 %</b>	<b>181,266.67</b>	<b>(120,620.58)</b>	<b>66.54 %</b>		
<b>Expenditures</b>											
73100			Food Service	(2,175,200.00)	2,028,877.45	93.27 %	(181,266.67)	(23,031.07)	-12.71 %		
			<b>Total Expenditures</b>	<b>(2,175,200.00)</b>	<b>2,028,877.45</b>	<b>93.27 %</b>	<b>(181,266.67)</b>	<b>(23,031.07)</b>	<b>-12.71 %</b>		
<b>Total</b>	<b>143</b>		Central Cafeteria	<b>0.00</b>	<b>(583,534.09)</b>	<b>100.00 %</b>	<b>0.00</b>	<b>(143,651.65)</b>	<b>0.00 %</b>		

Hickman County Finance  
Statement of Expenditures Sub Fund Detail  
June 2022

Template Name: LGC

Fund : 142 Sub Fund : 933

Account Number	Account Description	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Unencumbered Balance
<b>44000</b>	<b>Other Local Revenues</b>						
44100	Recurring Items	0.00	0.00	0.00	0.00	0.00	0.00
44170	Miscellaneous Refunds	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 44170</b>	<b>Miscellaneous Refunds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 44100</b>	<b>Recurring Items</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 44000</b>	<b>Miscellaneous Refunds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>47000</b>	<b>Federal Government</b>						
47100	Federal Through State	0.00	7,854,126.08	7,854,126.08	(568,409.98)	(782,773.88)	7,071,352.20
47401	American Rescue Plan Act Grant #1	0.00	7,854,126.08	7,854,126.08	(568,409.98)	(782,773.88)	7,071,352.20
<b>Total 47401</b>	<b>American Rescue Plan Act</b>	<b>0.00</b>	<b>7,854,126.08</b>	<b>7,854,126.08</b>	<b>(568,409.98)</b>	<b>(782,773.88)</b>	<b>7,071,352.20</b>
<b>Total 47100</b>	<b>Federal Through State</b>	<b>0.00</b>	<b>7,854,126.08</b>	<b>7,854,126.08</b>	<b>(568,409.98)</b>	<b>(782,773.88)</b>	<b>7,071,352.20</b>
<b>Total 47000</b>	<b>American Rescue Plan Act</b>	<b>0.00</b>	<b>7,854,126.08</b>	<b>7,854,126.08</b>	<b>(568,409.98)</b>	<b>(782,773.88)</b>	<b>7,071,352.20</b>
<b>70000</b>	<b>Education</b>						
71000	Instruction	0.00	(549,290.00)	(549,290.00)	145,749.96	145,749.96	(403,540.04)
71100	Regular Instruction Program	0.00	0.00	0.00	0.00	0.00	0.00
116	Teachers	0.00	0.00	0.00	0.00	0.00	0.00
189	Other Salaries & Wages	0.00	(33,480.00)	(33,480.00)	8,664.08	8,664.08	(24,815.92)
201	Social Security	0.00	(59,400.00)	(59,400.00)	15,012.25	15,012.25	(44,387.75)
204	State Retirement	0.00	(94,800.00)	(94,800.00)	23,524.00	23,524.00	(71,276.00)
207	Medical Insurance	0.00	(7,830.00)	(7,830.00)	2,026.29	2,026.29	(5,803.71)
212	Employer Medicare	0.00	(1,005,000.00)	(1,005,000.00)	2,500.00	2,500.00	(1,002,500.00)
399	Other Contracted Services	0.00	(220,000.00)	(220,000.00)	0.00	0.00	(220,000.00)
429	Instructional Supplies And Materials	0.00	(400,000.00)	(400,000.00)	0.00	0.00	(400,000.00)
449	Textbooks	0.00	(987,785.00)	(987,785.00)	94,850.00	203,720.00	(784,065.00)
722	Regular Instruction Equipment	0.00	(3,357,585.00)	(3,357,585.00)	292,326.58	401,196.58	(2,956,388.42)
<b>Total 71100</b>	<b>Regular Instruction Program</b>	<b>0.00</b>	<b>(3,357,585.00)</b>	<b>(3,357,585.00)</b>	<b>292,326.58</b>	<b>401,196.58</b>	<b>(2,956,388.42)</b>
<b>71150</b>	<b>Alternative Instruction Program</b>						
116	Teachers	0.00	(63,500.00)	(63,500.00)	21,166.66	21,166.66	(42,333.34)
201	Social Security	0.00	(3,720.00)	(3,720.00)	0.00	0.00	(3,720.00)
204	State Retirement	0.00	(6,800.00)	(6,800.00)	0.00	0.00	(6,800.00)
212	Employer Medicare	0.00	(980.00)	(980.00)	306.91	306.91	(673.09)
<b>Total 71150</b>	<b>Alternative Instruction</b>	<b>0.00</b>	<b>(75,000.00)</b>	<b>(75,000.00)</b>	<b>21,473.57</b>	<b>21,473.57</b>	<b>(53,526.43)</b>
<b>Total 71000</b>	<b>Regular Instruction Program</b>	<b>0.00</b>	<b>(3,357,585.00)</b>	<b>(3,357,585.00)</b>	<b>292,326.58</b>	<b>401,196.58</b>	<b>(2,956,388.42)</b>
<b>Total 71150</b>	<b>Alternative Instruction</b>	<b>0.00</b>	<b>(75,000.00)</b>	<b>(75,000.00)</b>	<b>21,473.57</b>	<b>21,473.57</b>	<b>(53,526.43)</b>
<b>Total 70000</b>	<b>Education</b>	<b>0.00</b>	<b>(3,432,585.00)</b>	<b>(3,432,585.00)</b>	<b>313,670.15</b>	<b>422,670.15</b>	<b>(3,009,914.85)</b>

Account Number	Account Description	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Unencumbered Balance
Fund : 142	Sub Fund : 933						
<b>70000 Education</b>							
<b>71000 Instruction</b>							
<b>71200 Special Education Program</b>							
163	Educational Assistants	0.00	(215,500.00)	(215,500.00)	0.00	0.00	(215,500.00) 0.00%
201	Social Security	0.00	(13,360.00)	(13,360.00)	0.00	0.00	(13,360.00) 0.00%
212	Employer Medicare	0.00	(3,140.00)	(3,140.00)	0.00	0.00	(3,140.00) 0.00%
<b>Total 71200 Special Education Program</b>		<b>0.00</b>	<b>(232,000.00)</b>	<b>(232,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(232,000.00) 0.00 %</b>
<b>Total 71000 Instruction</b>		<b>0.00</b>	<b>(3,664,585.00)</b>	<b>(3,664,585.00)</b>	<b>313,800.15</b>	<b>422,670.15</b>	<b>(3,241,914.85) 11.53 %</b>
<b>72000 Support Services</b>							
<b>72110 Attendance</b>							
162	Clerical Personnel	0.00	(83,188.00)	(83,188.00)	26,662.32	26,662.32	(56,525.68) 32.05%
201	Social Security	0.00	(5,580.00)	(5,580.00)	1,582.89	1,582.89	(3,997.11) 28.37%
204	State Retirement	0.00	(9,927.00)	(9,927.00)	2,695.79	2,695.79	(7,231.21) 27.16%
212	Employer Medicare	0.00	(1,305.00)	(1,305.00)	330.44	330.44	(974.56) 25.32%
<b>Total 72110 Attendance</b>		<b>0.00</b>	<b>(100,000.00)</b>	<b>(100,000.00)</b>	<b>31,271.44</b>	<b>31,271.44</b>	<b>(68,728.56) 31.27 %</b>
<b>72120 Health Services</b>							
131	Medical Personnel	0.00	(27,500.00)	(27,500.00)	27,500.00	27,500.00	0.00 100.00%
189	Other Salaries & Wages	0.00	(16,000.00)	(16,000.00)	5,315.67	5,315.67	(10,684.33) 33.22%
201	Social Security	0.00	(3,069.00)	(3,069.00)	2,222.33	2,222.33	(846.67) 72.41%
204	State Retirement	0.00	(5,213.25)	(5,213.25)	2,051.00	2,051.00	(3,162.25) 39.34%
212	Employer Medicare	0.00	(717.75)	(717.75)	474.67	474.67	(243.08) 66.13%
<b>Total 72120 Health Services</b>		<b>0.00</b>	<b>(52,500.00)</b>	<b>(52,500.00)</b>	<b>37,563.67</b>	<b>37,563.67</b>	<b>(14,936.33) 71.55 %</b>
<b>72130 Other Student Support</b>							
130	Social Workers	0.00	(10,050.00)	(10,050.00)	0.00	0.00	(10,050.00) 0.00%
189	Other Salaries & Wages	0.00	(153,504.60)	(153,504.60)	0.00	0.00	(153,504.60) 0.00%
201	Social Security	0.00	(9,951.00)	(9,951.00)	0.00	0.00	(9,951.00) 0.00%
204	State Retirement	0.00	(17,044.05)	(17,044.05)	0.00	0.00	(17,044.05) 0.00%
207	Medical Insurance	0.00	(14,800.00)	(14,800.00)	0.00	0.00	(14,800.00) 0.00%
212	Employer Medicare	0.00	(2,375.35)	(2,375.35)	0.00	0.00	(2,375.35) 0.00%
399	Other Contracted Services	0.00	0.00	0.00	(6,250.00)	0.00	0.00 No Budget
524	Inservice	0.00	(16,000.00)	(16,000.00)	6,250.00	6,250.00	(9,750.00) 39.06%
<b>Total 72130 Other Student Support</b>		<b>0.00</b>	<b>(223,725.00)</b>	<b>(223,725.00)</b>	<b>0.00</b>	<b>6,250.00</b>	<b>(217,475.00) 2.79 %</b>
<b>72210 Regular Instruction Program</b>							
105	Supervisor/Director	0.00	(226,575.00)	(226,575.00)	51,490.00	51,490.00	(175,085.00) 22.73%
138	Instructional Computer Personnel	0.00	(302,100.00)	(302,100.00)	99,399.96	99,399.96	(202,700.04) 32.90%

Fund :	142	Sub Fund :	933											
Account Number	Account Description	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Unencumbered Balance							
<b>70000</b>	<b>Education</b>													
<b>72000</b>	<b>Support Services</b>													
<b>72210</b>	<b>Regular Instruction Program</b>													
201	Social Security	0.00	(32,550.00)	(32,550.00)	10,101.78	10,101.78	0.00	(22,448.22)	0.00%					
204	State Retirement	0.00	(54,075.00)	(54,075.00)	15,541.67	15,541.67	0.00	(38,533.33)	28.74%					
207	Medical Insurance	0.00	(47,400.00)	(47,400.00)	7,800.00	7,800.00	0.00	(39,600.00)	16.46%					
212	Employer Medicare	0.00	(7,612.50)	(7,612.50)	1,441.31	1,441.31	0.00	(6,171.19)	18.93%					
524	Inservice	0.00	(12,000.00)	(12,000.00)	0.00	0.00	0.00	(12,000.00)	0.00%					
<b>Total 72210</b>	<b>Regular Instruction Program</b>	<b>0.00</b>	<b>(682,312.50)</b>	<b>(682,312.50)</b>	<b>185,774.72</b>	<b>185,774.72</b>	<b>0.00</b>	<b>(496,537.78)</b>	<b>27.23 %</b>					
<b>72250</b>	<b>Technology</b>													
162	Clerical Personnel	0.00	(121,980.00)	(121,980.00)	0.00	0.00	0.00	(121,980.00)	0.00%					
201	Social Security	0.00	(9,300.00)	(9,300.00)	0.00	0.00	0.00	(9,300.00)	0.00%					
204	State Retirement	0.00	(16,545.00)	(16,545.00)	0.00	0.00	0.00	(16,545.00)	0.00%					
212	Employer Medicare	0.00	(2,175.00)	(2,175.00)	0.00	0.00	0.00	(2,175.00)	0.00%					
399	Other Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Budget					
790	Other Equipment	0.00	(105,000.00)	(105,000.00)	75,523.90	75,523.90	0.00	(29,476.10)	71.93%					
<b>Total 72250</b>	<b>Technology</b>	<b>0.00</b>	<b>(255,000.00)</b>	<b>(255,000.00)</b>	<b>75,523.90</b>	<b>75,523.90</b>	<b>0.00</b>	<b>(179,476.10)</b>	<b>29.62 %</b>					
<b>72610</b>	<b>Operation Of Plant</b>													
328	Janitorial Services	0.00	(48,000.00)	(48,000.00)	0.00	23,720.00	0.00	(24,280.00)	49.42%					
720	Plant Operation Equipment	0.00	(770,000.00)	(770,000.00)	0.00	0.00	0.00	(770,000.00)	0.00%					
<b>Total 72610</b>	<b>Operation Of Plant</b>	<b>0.00</b>	<b>(818,000.00)</b>	<b>(818,000.00)</b>	<b>0.00</b>	<b>23,720.00</b>	<b>0.00</b>	<b>(794,280.00)</b>	<b>2.90 %</b>					
<b>Total 72000</b>	<b>Support Services</b>	<b>0.00</b>	<b>(2,131,537.50)</b>	<b>(2,131,537.50)</b>	<b>330,133.73</b>	<b>360,103.73</b>	<b>0.00</b>	<b>(1,771,433.77)</b>	<b>16.89 %</b>					
<b>73000</b>	<b>Operation Of Non-Instructional Services</b>													
<b>73100</b>	<b>Food Service</b>													
710	Food Service Equipment	0.00	(200,000.00)	(200,000.00)	0.00	0.00	0.00	(200,000.00)	0.00%					
<b>Total 73100</b>	<b>Food Service</b>	<b>0.00</b>	<b>(200,000.00)</b>	<b>(200,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(200,000.00)</b>	<b>0.00 %</b>					
<b>Total 73000</b>	<b>Operation Of Non-Instructional</b>	<b>0.00</b>	<b>(200,000.00)</b>	<b>(200,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(200,000.00)</b>	<b>0.00 %</b>					
<b>76000</b>	<b>Capital Outlay</b>													
<b>76100</b>	<b>Regular Capital Outlay</b>													
321	Engineering Services	0.00	(60,000.00)	(60,000.00)	0.00	0.00	0.00	(60,000.00)	0.00%					
399	Other Contracted Services	0.00	(240,000.00)	(240,000.00)	0.00	0.00	0.00	(240,000.00)	0.00%					
706	Building Construction	0.00	(421,235.20)	(421,235.20)	0.00	0.00	0.00	(421,235.20)	0.00%					
707	Building Improvements	0.00	(1,136,768.38)	(1,136,768.38)	0.00	0.00	0.00	(1,136,768.38)	0.00%					
<b>Total 76100</b>	<b>Regular Capital Outlay</b>	<b>0.00</b>	<b>(1,858,003.58)</b>	<b>(1,858,003.58)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,858,003.58)</b>	<b>0.00 %</b>					



141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Budget	Estimate Avg/Mth	Actual	% of Avg
				Budget Estimate	Actual	Actual	Actual				
<b>Revenues</b>											
40110		Current Property Tax	2,953,480.00	(255.60)	0.01 %	246,123.33	(255.60)	0.10 %			
40120		Trustee's Collections - Prior Year	80,000.00	(6,239.24)	7.80 %	6,666.67	(6,239.24)	93.59 %			
40125		Trustee's Collections - Bankruptcy	0.00	(19.20)	0.00 %	0.00	(19.20)	0.00 %			
40130		Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	0.00	0.00 %	3,750.00	0.00	0.00 %			
40140		Interest And Penalty	21,000.00	(450.70)	2.15 %	1,750.00	(450.70)	25.75 %			
40161		Payments In Lieu Of Taxes - T. V. A.	4,000.00	(548.76)	13.72 %	333.33	(548.76)	164.63 %			
40162		Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00 %	500.00	0.00	0.00 %			
40210		Local Option Sales Tax	2,350,000.00	(250,009.45)	10.64 %	195,833.33	(250,009.45)	127.66 %			
40270		Business Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %			
41110		Marriage Licenses	1,300.00	0.00	0.00 %	108.33	0.00	0.00 %			
43517		Tuition - Other	2,000.00	0.00	0.00 %	166.67	0.00	0.00 %			
43570		Receipts From Individual Schools	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %			
43582		Community Service Fees - Adults	200.00	0.00	0.00 %	16.67	0.00	0.00 %			
44120		Lease/Rentals	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %			
44170		Miscellaneous Refunds	30,000.00	(1,014.00)	3.38 %	2,500.00	(1,014.00)	40.56 %			
44530		Sale Of Equipment	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %			
44560		Damages Recovered From Individuals	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %			
44570		Contributions & Gifts	15,000.00	(323.00)	2.15 %	1,250.00	(323.00)	25.84 %			
46175		On-Behalf Contributions For OPEB	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %			
46511		Basic Education Program	23,031,000.00	0.00	0.00 %	1,919,250.00	0.00	0.00 %			
46515		Early Childhood Education	417,796.00	0.00	0.00 %	34,816.33	0.00	0.00 %			
46520		School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %			
46550		Driver Education	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %			
46590		Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %			
46591		Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %			
46594		Family Resource Centers	59,223.00	0.00	0.00 %	4,935.25	0.00	0.00 %			
46610		Career Ladder Program	45,000.00	0.00	0.00 %	3,750.00	0.00	0.00 %			
46851		State Revenue Sharing -T.V.A.	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %			
46981		Safe Schools	86,560.00	0.00	0.00 %	7,213.33	0.00	0.00 %			
46990		Other State Revenues	15,000.00	0.00	0.00 %	1,250.00	0.00	0.00 %			
47640		Rotc Reimbursement	70,000.00	0.00	0.00 %	5,833.33	0.00	0.00 %			
48990		Other	50,000.00	(10,000.00)	20.00 %	4,166.67	(10,000.00)	240.00 %			
49700		Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %			
49800		Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %			
<b>Total Revenues</b>				<b>30,037,559.00</b>	<b>(268,859.95)</b>	<b>0.90 %</b>	<b>2,503,129.92</b>	<b>(268,859.95)</b>	<b>10.74 %</b>		
<b>Expenditures</b>											
71100		Regular Instruction Program	(15,319,463.00)	25,440.83	0.17 %	(1,276,621.92)	25,440.83	1.99 %			

141	General Purpose School	Account	Description	Year-To-Date		Month-To-Date		% of Avg	
				Budget Estimate	Actual	% of Budget	Avg/Mth		Actual
71150			Alternative Instruction Program	(238,087.00)	0.00	0.00 %	(19,840.58)	0.00	0.00 %
71200			Special Education Program	(3,329,017.00)	430.60	0.01 %	(277,418.08)	430.60	0.16 %
71300			Career and Technical Education	(1,179,844.00)	16,642.69	1.41 %	(98,320.33)	16,642.69	16.93 %
72110			Attendance	(180,519.00)	10,169.90	5.63 %	(15,043.25)	10,169.90	67.60 %
72120			Health Services	(390,722.00)	6,447.86	1.65 %	(32,560.17)	6,447.86	19.80 %
72130			Other Student Support	(1,055,415.00)	19,477.18	1.85 %	(87,951.25)	19,477.18	22.15 %
72210			Regular Instruction Program	(1,421,957.00)	28,596.22	2.01 %	(118,496.42)	28,596.22	24.13 %
72220			Special Education Program	(125,050.00)	7,121.78	5.70 %	(10,420.83)	7,121.78	68.34 %
72230			Career and Technical Education	(114,679.00)	14,606.37	12.74 %	(9,556.58)	14,606.37	152.84 %
72250			Technology	(511,826.00)	65,374.63	12.77 %	(42,652.17)	65,374.63	153.27 %
72290			Other Programs	(35,000.00)	0.00	0.00 %	(2,916.67)	0.00	0.00 %
72310			Board Of Education	(684,913.00)	230,115.66	33.60 %	(57,076.08)	230,115.66	403.17 %
72320			Director Of Schools	(303,453.00)	35,909.70	11.83 %	(25,287.75)	35,909.70	142.00 %
72410			Office Of The Principal	(1,923,819.00)	95,223.29	4.95 %	(160,318.25)	95,223.29	59.40 %
72510			Fiscal Services	(50,000.00)	0.00	0.00 %	(4,166.67)	0.00	0.00 %
72610			Operation Of Plant	(2,433,500.00)	340,958.84	14.01 %	(202,791.67)	340,958.84	168.13 %
72620			Maintenance Of Plant	(1,424,070.00)	165,410.78	11.62 %	(118,672.50)	165,410.78	139.38 %
72710			Transportation	(2,405,422.00)	105,910.05	4.40 %	(200,451.83)	105,910.05	52.84 %
72810			Central And Other	(257,883.00)	187.75	0.07 %	(21,490.25)	187.75	0.87 %
73100			Food Service	(38,571.00)	0.00	0.00 %	(3,214.25)	0.00	0.00 %
73300			Community Services	(143,813.00)	3,061.44	2.13 %	(11,984.42)	3,061.44	25.55 %
73400			Early Childhood Education	(494,196.00)	9,962.49	2.02 %	(41,183.00)	9,962.49	24.19 %
76100			Regular Capital Outlay	(690,000.00)	0.00	0.00 %	(57,500.00)	0.00	0.00 %
<b>Total</b>			<b>Expenditures</b>	<b>(34,751,219.00)</b>	<b>1,181,048.06</b>	<b>3.40 %</b>	<b>(2,895,934.92)</b>	<b>1,181,048.06</b>	<b>40.78 %</b>
<b>Total</b>	<b>141</b>		General Purpose School	<b>(4,713,660.00)</b>	<b>912,188.11</b>	<b>19.35 %</b>	<b>(392,805.00)</b>	<b>912,188.11</b>	<b>232.22 %</b>

142	School Federal Projects	Year-To-Date		Month-To-Date		% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
Account	Description					
<b>Revenues</b>						
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	65,196.32	0.00	0.00 %	5,433.03	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,010,934.74	(17,866.83)	1.77 %	84,244.56	21.21 %
47143	Special Education - Grants To States	872,038.00	(4,012.39)	0.46 %	72,669.83	5.52 %
47145	Special Education Preschool Grants	26,361.00	0.00	0.00 %	2,196.75	0.00 %
47146	English Language Acquisition Grants	76,375.64	0.00	0.00 %	6,364.64	0.00 %
47148	Rural Education	91,442.47	(5,540.50)	6.06 %	7,620.21	72.71 %
47189	Eisenhower Prof Development State	128,405.22	0.00	0.00 %	10,700.44	0.00 %
47307	COVID-19 Grant B	2,713,579.90	0.00	0.00 %	226,131.66	0.00 %
47309	COVID-19 Grant D	195,510.00	0.00	0.00 %	16,292.50	0.00 %
47401	American Rescue Plan Act Grant #1	6,615,811.52	0.00	0.00 %	551,317.63	0.00 %
47402	American Rescue Plan Act Grant #2	144,953.85	0.00	0.00 %	12,079.49	0.00 %
47403	American Rescue Plan Act Grant #3	11,038.16	0.00	0.00 %	919.85	0.00 %
47404	American Rescue Plan Act Grant #4	26,009.13	0.00	0.00 %	2,167.43	0.00 %
47590	Other Federal Through State	285,000.00	0.00	0.00 %	23,750.00	0.00 %
<b>Total</b>	<b>Revenues</b>	<b>12,262,655.95</b>	<b>(27,419.72)</b>	<b>0.22 %</b>	<b>1,021,888.00</b>	<b>2.68 %</b>
<b>Expenditures</b>						
71100	Regular Instruction Program	(3,680,118.09)	7,794.04	0.21 %	(306,676.51)	2.54 %
71150	Alternative Instruction Program	(52,214.09)	0.00	0.00 %	(4,351.17)	0.00 %
71200	Special Education Program	(835,992.40)	0.00	0.00 %	(69,666.03)	0.00 %
71300	Career and Technical Education	(44,146.32)	0.00	0.00 %	(3,678.86)	0.00 %
72110	Attendance	(68,356.35)	0.00	0.00 %	(5,696.36)	0.00 %
72120	Health Services	(47,752.80)	0.00	0.00 %	(3,979.40)	0.00 %
72130	Other Student Support	(567,127.82)	13,598.31	2.40 %	(47,260.65)	28.77 %
72210	Regular Instruction Program	(1,126,039.59)	32,652.16	2.90 %	(93,836.63)	34.80 %
72220	Special Education Program	(412,791.73)	4,991.31	1.21 %	(34,399.31)	14.51 %
72230	Career and Technical Education	(2,550.00)	0.00	0.00 %	(212.50)	0.00 %
72250	Technology	(179,476.10)	0.00	0.00 %	(14,956.34)	0.00 %
72610	Operation Of Plant	(2,026,828.17)	0.00	0.00 %	(168,902.35)	0.00 %
72710	Transportation	(3,000.00)	0.00	0.00 %	(250.00)	0.00 %
73100	Food Service	(200,000.00)	0.00	0.00 %	(16,666.67)	0.00 %
76100	Regular Capital Outlay	(3,008,003.58)	0.00	0.00 %	(250,666.97)	0.00 %
99100	Transfers Out	(8,258.91)	0.00	0.00 %	(688.24)	0.00 %
<b>Total</b>	<b>Expenditures</b>	<b>(12,262,655.95)</b>	<b>59,035.82</b>	<b>0.48 %</b>	<b>(1,021,888.00)</b>	<b>5.78 %</b>
<b>Total</b>	<b>142</b>	<b>0.00</b>	<b>31,616.10</b>	<b>100.00 %</b>	<b>0.00</b>	<b>0.00 %</b>
			<b>31,616.10</b>		<b>59,035.82</b>	<b>0.00 %</b>
					<b>31,616.10</b>	<b>0.00 %</b>

Account	Description	Year-To-Date		Month-To-Date		% of Avg
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	
<b>143</b>	Central Cafeteria					
<b>Revenues</b>						
43521	Lunch Payments - Children	603,000.00	0.00	0.00 %	50,250.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	0.00	0.00 %	6,250.00	0.00 %
43523	Income From Breakfast	55,000.00	0.00	0.00 %	4,583.33	0.00 %
43525	A La Carte Sales	175,000.00	4,828.30	-2.76 %	14,583.33	-33.11 %
44110	Investment Income	0.00	(17.17)	0.00 %	0.00	0.00 %
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00 %
47111	USDA School Lunch Program	873,000.00	(21,133.50)	2.42 %	72,750.00	29.05 %
47113	Breakfast	540,000.00	(9,940.68)	1.84 %	45,000.00	22.09 %
47114	USDA - Other	15,000.00	0.00	0.00 %	1,250.00	0.00 %
<b>Total</b>	<b>Revenues</b>	<b>2,336,000.00</b>	<b>(26,263.05)</b>	<b>1.12 %</b>	<b>194,666.67</b>	<b>13.49 %</b>
<b>Expenditures</b>						
73100	Food Service	(2,336,000.00)	295,011.01	12.63 %	(194,666.67)	151.55 %
<b>Total</b>	<b>Expenditures</b>	<b>(2,336,000.00)</b>	<b>295,011.01</b>	<b>12.63 %</b>	<b>(194,666.67)</b>	<b>151.55 %</b>
<b>Total</b>	<b>143</b> Central Cafeteria	<b>0.00</b>	<b>268,747.96</b>	<b>100.00 %</b>	<b>0.00</b>	<b>0.00 %</b>

Account Activity Summary  
Hickman  
04/01/2022 - 06/30/2022

Beginning Value - Investment Account	\$	2,623,921.15
Beginning Value - Alternative Invest. Acct.	\$	108,933.69
<b>Total Beginning Value</b> <sup>1 See Definitions</sup>	<b>\$</b>	<b>2,732,854.84</b>
<b>Additions</b> <sup>2</sup>		
Contributions <sup>3</sup>	\$	-
Dividends & Interest <sup>4</sup>	\$	13,468.40
<b>Withdrawals</b> <sup>5</sup>		
TSBA Fee <sup>6</sup>	\$	(1,708.03)
MS Fees <sup>7</sup>	\$	(1,108.92)
System Distributions <sup>8</sup>	\$	-
<b>Unadjusted Investment Earnings</b> <sup>9</sup>	<b>\$</b>	<b>(322,792.98)</b>
Ending Value - Investment Account	\$	2,297,407.13
Ending Value - Alternative Invest. Acct.	\$	123,306.18
<b>Total Ending Value</b> <sup>10</sup>	<b>\$</b>	<b>2,420,713.31</b>

**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  
04/01/2022 - 06/30/2022*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		<b>Total Deposits</b>	<b>0.00</b>	

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Account Dividend & Interest Summary  
Hickman  
04/01/2022 - 06/30/2022

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/01/2022	Dividend	PGIM SHORT-TERM CORP BOND Z	945.23	Cash
04/01/2022	Dividend	BLACKROCK HIGH EQ INCOME INST	846.75	Cash
04/01/2022	Dividend	PUTNAM FLOATING RATE INC Y	302.59	Cash
04/18/2022	Dividend	PERFORMANCE TRUST STRAT BD I	686.45	Cash
04/29/2022	Dividend	NEUBERGER BERMAN NEXT GEN FUND	79.80	Cash
04/29/2022	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.06	Cash
04/29/2022	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.05	Cash
04/29/2022	Interest Income	MORGAN STANLEY BANK N.A.	0.74	Cash
05/02/2022	Dividend	PGIM SHORT-TERM CORP BOND Z	922.89	Cash
05/02/2022	Dividend	BLACKROCK HIGH EQ INCOME INST	703.36	Cash
05/02/2022	Dividend	PUTNAM FLOATING RATE INC Y	295.66	Cash
05/17/2022	Dividend	PERFORMANCE TRUST STRAT BD I	838.14	Cash
05/31/2022	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.65	Cash
05/31/2022	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.02	Cash
05/31/2022	Interest Income	MORGAN STANLEY BANK N.A.	0.19	Cash
06/01/2022	Dividend	PGIM SHORT-TERM CORP BOND Z	984.61	Cash
06/01/2022	Dividend	BLACKROCK HIGH EQ INCOME INST	1,365.70	Cash
06/01/2022	Dividend	PUTNAM FLOATING RATE INC Y	315.26	Cash
06/14/2022	LT Cap Gain	AMERICAN EUROPACIFIC GRW F2	620.62	Cash
06/15/2022	Dividend	ISHARES CORE MSCI EAFE ETF	2,982.20	Cash
06/15/2022	Dividend	ISHARES CORE S&P U.S. GROWTH	297.05	Cash
06/15/2022	Dividend	ISHARES CORE S&P U.S. VALUE	614.63	Cash
06/16/2022	Dividend	PERFORMANCE TRUST STRAT BD I	664.91	Cash
06/30/2022	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.71	Cash
06/30/2022	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.01	Cash
06/30/2022	Interest Income	MORGAN STANLEY BANK N.A.	0.12	Cash
		<b>Total Dividends and Interest</b>	<b>13,468.40</b>	

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Account Fee Summary  
Hickman  
04/01/2022 - 06/30/2022

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/05/2022	CASH TRANSFER	FUNDS TRANSFERRED	-1,708.03	Cash
04/07/2022	Service Fee	ADV FEE 04/01-04/30	-383.44	Cash
04/21/2022	Service Fee Adj	NET PLATFORM CREDIT	0.41	Cash
05/06/2022	Service Fee	ADV FEE 05/01-05/31	-368.40	Cash
06/07/2022	Service Fee	ADV FEE 06/01-06/30	-357.49	Cash
		<b>Total Withdrawals</b>	<b>-2,816.95</b>	

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

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**Hickman County Schools Board Agenda Item Request**

Date: 25-Jul-22

Name of School: Hickman County High School

Item Requested: Raider Meet

Explanation: HCHS JROTC request permission to host a Raider Meet

on 03 SEP 2022 at Hickman County High School in accordance with Cadet Command Regulation

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

This meet will host the members of the new Natchez Trace Military Sports District (Independence,

Centennial, Creekwood, Dickson, Hickman)

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Mary Scott Kelly 1SG, USA

Signature of Building Principal

D. Br., Daniel HCHS



## COVID-19 Updated Protocols

8/1/22

\*All protocols are subject to change.

### **Positive Cases of COVID-19**

Based on the latest guidance from the Tennessee Department of Health, that is linked below, positive cases are required to isolate. Students will continue their school work through remote learning if it is feasible for the student.

Parents/Guardians should contact the school within 24 hours from when their student receives a positive test result for COVID-19 or is required to quarantine due to a positive household contact so that arrangements can be made to support the student's learning needs while they are away from school.

[Tennessee Department of Health Guidelines](#)

### **Contact Tracing at School**

The Tennessee Department of Health has made us aware they will not continue to contact and investigate positive cases for contact tracing. The school will not conduct contact tracing for close contacts at school in the event of a positive case.

### **Household Contacts**

Household contacts should follow the guidelines from the Tennessee Department of Health that are linked below for household contacts of a positive case of COVID-19.

[Tennessee Department of Health Guidelines](#)

### **Daily Screening**

Parents and guardians are responsible for screening their students each day for symptoms of illness. If students are experiencing symptoms of illness, parents and guardians are encouraged to consult with their medical provider.

\*Please communicate with your student's school if your student needs to be away from school for illness. Thank you for your support and cooperation.



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

To: School Board Members  
From: Misty Shelton  
Date: August 2022

**1st Reading:**

**Policy 4.400 Instructional Materials-** add lines 29 of page 1 to line 2 of page 2 from 4.402 to policy 4.400

**Policy 4.601 Reporting Student Progress-** Removal of lines 11-17

**Policy 6.310 Dress Code-** clarification to the policy see attached

**2nd reading: changes are either marked through or highlighted on current policies attached**

**Policy 1.102 - Board Members**

Public Chapter 809 revises the qualifications for school board candidates. State law now requires that candidates **be a qualified voter and resident in the county for one year prior to the qualifying deadline for running as a candidate.** This provision appears to solely apply to county districts.

**Policy 3.202 - Emergency Preparedness Plan**

School districts are now required to conduct at least one virtual learning drill each year per Public Chapter 936.

**Policy 4.101 - Instructional Standards**

Policy update to clarify that complaints regarding alleged violations of TCA 49-1-302 regarding prohibited concepts are required to comply with the complaint process outlined by the TN Department of Education's temporary emergency rule. Please note that the regulation below will change as the Department of Education implements a permanent regulation. Once the Department releases a final regulation, TSBA will send any recommended changes.

931-729-3391 ext. 2226

[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

Additionally, TSBA added clarifying language regarding how complaints may be submitted if materials are allegedly in violation of Public Chapter 1085.

#### **Policy 4.212 - Virtual Education Program**

Public Chapter 897 allows districts to utilize virtual instruction for up to two days each semester. This option can only be used in certain scenarios (i.e., severe weather, serious outbreak of illness, and assessments like EOC exams and ACT).

#### **Policies 4.402 and 4.403 - Reconsideration of Materials**

Public Chapter 744, known as the Age-Appropriate Materials Act, creates new requirements for Boards. This Act requires school districts to: **(1) maintain and post online a current list of the materials in the school's library collection; and (2) adopt a policy for developing and reviewing school library collections.** This required policy must contain procedures for developing a library collection, receiving and evaluating feedback, and periodically reviewing the library collection to ensure that it contains materials appropriate for the age and maturity levels of students who may access them and that it is suitable for and consistent with the educational mission of the school. **Also, remove lines 29 of page 1 to line 2 of page 2 and add it to policy 4.400.**

To assist districts in complying with this law, TSBA has created a new model policy (4.402) and revised an existing model policy (4.403). Model policy 4.402 contains the process for handling complaints about textbooks and instructional materials while model policy 4.403 has been reworked to align with this new state law and focuses solely on library materials. Please note that Boards may revise these policies to align with local standards. TSBA encourages reaching out to the local board attorney if there are legal concerns. Additionally, TSBA expects the state Textbook Commission and Instructional Materials Quality Commission to release further guidance on this topic by December 1st per Public Chapter 1137.

TSBA recommends placing current board policy 4.202 in an administrative procedure if the Director feels there is a need to maintain this information. If not, the board could simply decide to remove current board policy 4.402 from its manual. The board could then renumber its current board policy 4.403 to be numbered as 4.402 and adopt model policy 4.403 regarding library materials.

#### **Policy 4.406 - Use of the Internet**

Policy updated to align with the requirements of Public Chapter 1002. This new law requires Boards to have a policy in place regarding complaints about how vendors provide access to online content. The law requires districts to have a policy specifically allowing these complaints and stating how they will be handled.

#### **Policies 5.119, 5.200, 5.201, and 5.701 - Employment of Retirees**

Due to the increased vacancies across the state, the General Assembly passed Public Chapter 821 – allowing an additional option for employment of retirees to fill these roles. To clarify the options for employing retirees, TSBA has created model policy 5.119. Additionally, information on retirees has been removed from 5.200, 5.201, and 5.701 to help provide clarity.

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### Policy 5.201 - Separation Practices for Non-Tenured Teachers

Public Chapter 678 requires districts to include additional information when providing notices of non-renewal in certain instances. If a teacher is non-renewed due to the lack of funding for the position, the non-renewal notice must include that information as the reason for the non-renewal.

### Policy 6.200 - Attendance

Per Public Chapter 878, state law no longer permits the denial of a driver's license due to poor student academic performance. **Removal of lines 11-17 from 4.601 as well.**

### Policy 6.318 - Admission of Suspended or Expelled Students- adopt new policy

Previously, state law required that the Commissioner of Education be notified if a district denied enrollment to a student who had been suspended or expelled from another school district. Public Chapter 686 removes that notification requirement, and model policy 6.318 has been updated to reflect that change.

### Policy 6.409 - Reporting Child Abuse

Public Chapter 841 narrows the category of individuals who must receive training on child abuse. In **the past, state law required all school personnel to receive this training, but moving forward, this training will only be required for employees working directly with students.**

Additionally, Public Chapter 781 allows employees to first report to the Department of Children's Services and law enforcement if an alleged instance of child abuse involves someone employed by, previously employed by, or otherwise affiliated with the school district. The district's Child Abuse Coordinator must still be notified; however, in those particular instances, they are not required to be notified until the other entities are contacted.

Policies 1.104 Memberships, 1.105 School Board Legislative Involvement, 1.204 Board Member Development Opportunities- TSBA recommends removing any mention of the National School Boards Association from board policy.

### **Up for Review:**

- 4.700 Testing Programs
- 4.701 Maintaining Test Security
- 4.702 Evaluations of Instructional Programs
- 4.800 Controversial Issues
- 4.801 Controversial Material
- 4.802 Student Equal Access
- 4.803 Recognition of Religious Beliefs, Customs, and Holidays
- 4.804 Religious Content of Courses

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

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# Hickman County Board of Education

	Descriptor Term: <b>Instructional Materials</b>	Descriptor Code: <b>4.400</b>	Issued Date: <b>06/05/22</b>
		Rescinds: <b>4.400</b>	Issued: <b>03/02/20</b>

1 All classrooms and learning centers shall be equipped with the instructional materials needed to  
2 provide quality learning experiences for students.

3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,  
4 generate critical thinking, and support the educational programs. The director of schools shall develop  
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.

6 A list of instructional materials adopted for use across the school system shall be revised annually by  
7 building administrators under the direction of the director of schools.

8 Upon request, parents/guardians shall have the ability to inspect the following items: instructional  
9 materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by  
10 their child's teacher. The director of schools shall develop procedures for the inspection of materials  
11 and distribute these procedures to each principal.

12 There is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars  
13 (\$200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the  
14 teachers for instructional supplies and shall be given to each teacher by October 31 of each school year  
15 so that the teacher may spend it at any time during that school year on instructional supplies as  
16 determined necessary by the teacher.<sup>2</sup> \$200.00 BEP allocations will be distributed by August 1<sup>st</sup> of  
17 each school year, unless otherwise explained by the Director of Schools.



# Hickman County Board of Education

Descriptor Term: <b>Reporting Student Progress</b>	Descriptor Code: <b>4.601</b>	Issued Date: <b>07/11/22</b>
	Rescinds: <b>4.601</b>	Issued: <b>05/04/20</b>

1 Student report cards shall be provided once every nine (9) weeks during the school year. The reporting  
2 procedure shall be in writing and shall be uniform for all reporting periods during each school year.<sup>1</sup>  
3 Each report shall be signed by the parents and returned promptly to the school.

4 Student progress reports shall indicate the students' conduct, attendance and academic progress and other  
5 information necessary to communicate effectively with the parents.

6 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents  
7 on the educational progress of their children. Teachers shall consult with parents of students who are  
8 working at an unsatisfactory level or whose performance shows a marked or sudden deterioration.  
9 Parents shall be notified by the teacher as early in the school year as possible if the retention of a student  
10 is being considered.

## 11 ~~DRIVER'S LICENSE REVOCATION<sup>2</sup>~~

12 ~~Any student fifteen (15) years of age or older who becomes academically deficient shall be reported to~~  
13 ~~the Department of Safety for driver's license revocation.~~

14 ~~A student shall be deemed academically deficient if he/she has not received passing grades in at least~~  
15 ~~three (3) full unit subjects or their equivalency at the end of semester grading.~~

16 ~~A copy of the notice sent to the Department of Safety by the attendance teacher or the director of schools~~  
17 ~~or his/her designee shall also be mailed to the student's parent or guardian.~~

## 18 PARENT CONFERENCES

19 At least two (2) times during the school year, conferences shall be scheduled in which parents and  
20 teachers may discuss any pertinent problems or other matters of concern regarding the development and  
21 education of each student. These scheduled conferences shall not use any portion of the 180 days of  
22 classroom instruction.<sup>3</sup> The director of schools shall be responsible for scheduling and coordinating  
23 systemwide conferences.

24 Conferences shall be physically accessible to all students, parents and/or guardians.<sup>4</sup>

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Legal References

1. TRR/MS 0520-01-03-.03(5); TCA 49-6-901
2. TCA 49-6-3017
3. TCA 49-6-7002
4. 28 CFR § 36.201

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Cross References

School Calendar 1.800  
Section 504 & ADA Grievance Procedures 1.802  
Grading System 4.600  
Promotion and Retention 4.603  
Staff Time Schedules 5.602  
Attendance 6.200

# Hickman County Board of Education

Descriptor Term: <b>Dress Code</b>	Descriptor Code: <b>6.310</b>	Issued Date: <b>03/01/21</b>
	Rescinds: <b>6.310</b>	Issued: <b>01/07/19</b>

1 Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere  
2 with the operation of the school.

3 More specific guidelines appropriate for each type of school (elementary, intermediate, middle, and  
4 high) may be developed.<sup>1</sup> Principals, faculty members and students shall be involved in the  
5 development of each appropriate set of guidelines. These guidelines must receive Board approval prior  
6 to implementation, and shall be published in each school's student handbook.

7 When a student is attired in a manner which is likely to cause disruption or interference with the  
8 operation of the school, the principal shall administer appropriate punishment, which may include  
9 suspension and/or expulsion.

10 The following guidelines shall apply:

11 Any clothing which is disruptive to classroom routine is inappropriate for school wear. Included as  
12 disruptive are the following:

- 13 • Wearing pajamas/house shoes (except on days designated by the school administration)
- 14 • Low cut, revealing blouses/tops
- 15 • Clothing not size appropriate (~~no sagging, bagging, or revealed undergarments~~);
- 16 • Clothing bearing obscene words or pictures;
- 17 • Clothing bearing endorsements for alcohol or tobacco products;
- 18 • See-through clothing;
- 19 • Undergarments worn as outer garments (boxer shorts, long-johns);
- 20 • Clothing denoting students' membership in or affiliation with any gang associated with criminal  
21 activities; and
- 22 • Any jewelry that could be considered dangerous or disruptive will not be permitted. This  
23 includes but not limited to tongue rings, nose rings or eyebrow rings.

24 ~~The trunk of the body should be entirely covered from the shoulders to the point on the legs three~~  
25 ~~inches above the knee.~~ Covering the trunk of the body includes making sure that:

- 26 • There shall be no holes in pants above the knee. Holes in the pants above the knee shall be  
27 patched with similar or like material of the pants. ~~Simply wearing an item of clothing under the~~  
28 ~~hole is not acceptable.~~
- 29 • Underclothing is not exposed by slits or holes; and
- 30 • No part of the body between shoulders and mid thigh shall be exposed.
- 31 • Leggings and other compression-style garments may be worn so long as an opaque top garment  
32 covers the private body parts;

- 1 Any questionable attire would be left to the discretion of the principal.
- 2 The above rules would allow shorts for both girls and boys and sleeveless tops which cover the  
3 shoulders (but not tank tops). Skirts would have to be at least as long as shorts in order to be  
4 acceptable.
- 5 Administrative policies are to be developed by each school to address options and penalties for  
6 violation of the above guidelines.

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**Legal References**

1. TCA 49-6-4215

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**Cross References**

Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316



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

To: School Board Members  
From: Misty Shelton  
Date: August 2022

### **1st Reading:**

**Policy 4.400 Instructional Materials-** add lines 29 of page 1 to line 2 of page 2 from 4.402 to policy 4.400

**Policy 4.601 Reporting Student Progress-** Removal of lines 11-17

**Policy 6.310 Dress Code-** clarification to the policy see attached

### **2nd reading: changes are either marked through or highlighted on current policies attached**

#### **Policy 1.102 - Board Members**

Public Chapter 809 revises the qualifications for school board candidates. State law now requires that candidates **be a qualified voter and resident in the county for one year prior to the qualifying deadline for running as a candidate.** This provision appears to solely apply to county districts.

#### **Policy 3.202 - Emergency Preparedness Plan**

School districts are now required to conduct at least one virtual learning drill each year per Public Chapter 936.

#### **Policy 4.101 - Instructional Standards**

Policy update to clarify that complaints regarding alleged violations of TCA 49-1-302 regarding prohibited concepts are required to comply with the complaint process outlined by the TN Department of Education's temporary emergency rule. Please note that the regulation below will change as the Department of Education implements a permanent regulation. Once the Department releases a final regulation, TSBA will send any recommended changes.

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Additionally, TSBA added clarifying language regarding how complaints may be submitted if materials are allegedly in violation of Public Chapter 1085.

#### **Policy 4.212 - Virtual Education Program**

Public Chapter 897 allows districts to utilize virtual instruction for up to two days each semester. This option can only be used in certain scenarios (i.e., severe weather, serious outbreak of illness, and assessments like EOC exams and ACT).

#### **Policies 4.402 and 4.403 - Reconsideration of Materials**

Public Chapter 744, known as the Age-Appropriate Materials Act, creates new requirements for Boards. This Act requires school districts to: **(1) maintain and post online a current list of the materials in the school's library collection; and (2) adopt a policy for developing and reviewing school library collections.** This required policy must contain procedures for developing a library collection, receiving and evaluating feedback, and periodically reviewing the library collection to ensure that it contains materials appropriate for the age and maturity levels of students who may access them and that it is suitable for and consistent with the educational mission of the school. **Also, remove lines 29 of page 1 to line 2 of page 2 and add it to policy 4.400.**

To assist districts in complying with this law, TSBA has created a new model policy (4.402) and revised an existing model policy (4.403). Model policy 4.402 contains the process for handling complaints about textbooks and instructional materials while model policy 4.403 has been reworked to align with this new state law and focuses solely on library materials. Please note that Boards may revise these policies to align with local standards. TSBA encourages reaching out to the local board attorney if there are legal concerns. Additionally, TSBA expects the state Textbook Commission and Instructional Materials Quality Commission to release further guidance on this topic by December 1st per Public Chapter 1137.

TSBA recommends placing current board policy 4.202 in an administrative procedure if the Director feels there is a need to maintain this information. If not, the board could simply decide to remove current board policy 4.402 from its manual. The board could then renumber its current board policy 4.403 to be numbered as 4.402 and adopt model policy 4.403 regarding library materials.

#### **Policy 4.406 - Use of the Internet**

Policy updated to align with the requirements of Public Chapter 1002. This new law requires Boards to have a policy in place regarding complaints about how vendors provide access to online content. The law requires districts to have a policy specifically allowing these complaints and stating how they will be handled.

#### **Policies 5.119, 5.200, 5.201, and 5.701 - Employment of Retirees**

Due to the increased vacancies across the state, the General Assembly passed Public Chapter 821 – allowing an additional option for employment of retirees to fill these roles. To clarify the options for employing retirees, TSBA has created model policy 5.119. Additionally, information on retirees has been removed from 5.200, 5.201, and 5.701 to help provide clarity.

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### Policy 5.201 - Separation Practices for Non-Tenured Teachers

Public Chapter 678 requires districts to include additional information when providing notices of non-renewal in certain instances. If a teacher is non-renewed due to the lack of funding for the position, the non-renewal notice must include that information as the reason for the non-renewal.

### Policy 6.200 - Attendance

Per Public Chapter 878, state law no longer permits the denial of a driver's license due to poor student academic performance. **Removal of lines 11-17 from 4.601 as well.**

### Policy 6.318 - Admission of Suspended or Expelled Students- adopt new policy

Previously, state law required that the Commissioner of Education be notified if a district denied enrollment to a student who had been suspended or expelled from another school district. Public Chapter 686 removes that notification requirement, and model policy 6.318 has been updated to reflect that change.

### Policy 6.409 - Reporting Child Abuse

Public Chapter 841 narrows the category of individuals who must receive training on child abuse. In **the past, state law required all school personnel to receive this training, but moving forward, this training will only be required for employees working directly with students.**

Additionally, Public Chapter 781 allows employees to first report to the Department of Children's Services and law enforcement if an alleged instance of child abuse involves someone employed by, previously employed by, or otherwise affiliated with the school district. The district's Child Abuse Coordinator must still be notified; however, in those particular instances, they are not required to be notified until the other entities are contacted.

Policies 1.104 Memberships, 1.105 School Board Legislative Involvement, 1.204 Board Member Development Opportunities- TSBA recommends removing any mention of the National School Boards Association from board policy.

### **Up for Review:**

- 4.700 Testing Programs
- 4.701 Maintaining Test Security
- 4.702 Evaluations of Instructional Programs
- 4.800 Controversial Issues
- 4.801 Controversial Material
- 4.802 Student Equal Access
- 4.803 Recognition of Religious Beliefs, Customs, and Holidays
- 4.804 Religious Content of Courses

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

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# Hickman County Board of Education

	Descriptor Term: <b>Board Members Legal Status</b>	Descriptor Code: <b>1.102</b>	Issued Date: <b>05/02/22</b>
		Rescinds: <b>1.102</b>	Issued: <b>08/02/21</b>

1 The legal status of board members shall be as follows:<sup>1</sup>

## 2 **NUMBER<sup>1</sup>**

3 The Board is composed of seven (7) members. One member shall be elected from each school district,  
4 each school district being composed of one (1) County Commission district.

## 5 **QUALIFICATIONS**

6 Members of the Board shall be residents elected from districts of substantially equal population and  
7 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the  
8 office.<sup>1,2</sup> To qualify as a candidate, an individual must show proof of:

- 9 1. Graduation from high school or receipt of a GED or HiSET;<sup>3</sup> and
- 10 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying  
11 deadline for running as a candidate.<sup>4</sup>

13 Members of the county legislative body and other county governmental officials shall not be eligible  
14 for election as members of the county Board of Education.<sup>5</sup>

## 15 **TERMS OF OFFICE**

16 Members of the Board shall serve four (4) year terms.<sup>1</sup>

## 17 **METHOD OF ELECTION**

18 Members of the Board shall be elected by qualified voters of Hickman County at the August election.

## 19 **VACANCIES**

20 Vacancies shall be declared to exist on account of death, resignation, removal from the district which  
21 elected him, removal from the school system or through due process proceedings.<sup>6</sup>

22 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the  
23 County Commission.<sup>7</sup> Such appointment shall continue until the next regular election.

---

### Legal References

1. TCA 49-2-201(a)(1)

2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(4)
4. Public Acts of 2022, Chapter No. 809
5. TCA 49-2-202(a)(2)
6. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
7. TCA 49-2-202(e)(1)

# Hickman County Board of Education

Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>03/07/22</b>
	Rescinds: <b>3.202</b>	Issued: <b>12/02/19</b>

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval  
2 of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil  
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical  
4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall  
6 be approved by the director of schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. These procedures shall be in written form and distributed to all staff,  
8 students and parents.

## 9 FIRE AND SAFETY DRILLS

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school  
11 days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
13 throughout the year.<sup>2</sup>

14 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

## 18 ARMED INTRUDER DRILLS

19 The director of schools or his/her designee shall ensure that each school safety team conducts at least  
20 one (1) armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

## 21 AED DRILLS<sup>5</sup>

22 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be  
23 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill  
24 occurs.

25 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
26 training, planning, notification, and maintenance to comply with state law.

27 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and  
28 shall give all school personnel instructions on how to properly use fire extinguishers.

## 29 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>

1 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
2 and consult with the local and state health departments and other local emergency or healthcare  
3 providers in protecting students and the community from further infection. The director of schools  
4 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

#### 5 REMOTE LEARNING DRILLS<sup>7</sup>

6 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
7 reflect how students will transition to remote learning in the event of a disruption to school operations.  
8 Students shall not be asked or required to transition to remote learning at any time during the drill.

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#### Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

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#### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Hickman County Board of Education

	Descriptor Term: <b>Instructional Standards</b>	Descriptor Code: <b>4.101</b>	Issued Date: <b>05/02/22</b>
		Rescinds: <b>4.101</b>	Issued: <b>08/02/21</b>

1 *General*

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

5 **STATE STANDARDS<sup>2</sup>**

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

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

12 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

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

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

19 **Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the**  
20 **regulation developed by the Tennessee Department of Education.<sup>3</sup>**

---

Legal References

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Cross References

1. TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206;  
TCA 49-6-1019
2. TCA 49-1-302(a)(8); TCA 49-1-314
3. TRR/MS 0520-12-04

Controversial Issues 4.800  
Controversial Materials 4.801

# Hickman County Board of Education

Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date: <b>05/02/22</b>
	Rescinds: <b>4.212</b>	Issued: <b>10/04/21</b>

1 *General*

2 The Hickman County virtual education program is a course or series of courses offered by a school  
3 district to provide students a broader range of educational opportunities through the use of technology.  
4 Utilizing this program is temporary and shall not replace a student's regular instructional program.<sup>1</sup>

5 Class size ratios for the virtual education program shall comply with the requirements as outlined in  
6 state law.<sup>2</sup>

7 Virtual education programs<sup>3</sup> shall be made available to students for the following purposes:

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 9
- 10 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 11
- 12 3. Continuity of educational service for students who are quarantining;<sup>5</sup> and
- 13
- 14 4. Continuity of educational service for students enrolled in an alternative school;<sup>6</sup> or
- 15 5. Continuity of educational service when the district utilizes remote instruction due to dangerous  
16 or extreme weather conditions, a serious outbreak of illness affecting or endangering students or  
17 staff, or during the administration of end of course examinations or other examinations as allowed  
18 per state law.<sup>7</sup>

19 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

20 Students shall be eligible to utilize a virtual education program if participating in one of the above  
21 educational opportunities. The following factors shall also be taken into consideration when  
22 determining eligibility:

- 23 1. Attendance;
- 24
- 25 2. Grades; and
- 26
- 27 3. Technology survey.
- 28

29

## 1 ATTENDANCE

2 Student attendance in the virtual education program shall adhere to the general requirements of board  
3 policy 6.200 and any relevant administrative procedures.

4 Methods of confirming student attendance shall include two or more of the following:

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as  
6 appropriate for the age of the student;
- 7 2. Students participating in synchronous virtual instruction;
- 8 3. Students completing work in a learning management system; or  
9
- 10 4. Students submitting work via hard-copy or virtual formats.  
11  
12

## 13 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

14 A student may be removed from the virtual education program or denied future enrollment in a virtual  
15 education program based on disciplinary issues, attendance issues, or poor academic performance.

16 Before a student is removed based on poor academic performance, the following interventions shall  
17 occur:

- 18 1. Notification of parent/guardian;
- 19 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and  
20 academic performance; and  
21
- 22 3. One-on-one virtual support sessions with the student.  
23

## 24 ENROLLMENT AGREEMENT

25 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for  
26 students from other school districts that want access to virtual education program courses.  
27

---

### Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy  
3.206

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### Cross References

Emergency Closings 1.8011  
Homebound Instruction 4.206  
Credit Recovery 4.210

3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09
7. Public Acts of 2022, Chapter No. 897

Alternative Education 6.319

Remove + make it admin.

## Hickman County Board of Education

	Descriptor Term:	Descriptor Code: 4.402	Issued Date: 03/02/20
	<b>Selection of Instructional Materials (Other than Textbooks)</b>	Rescinds: 4.402	Issued: 04/02/18

1 The Board will seek to provide a wide range of instructional materials<sup>1</sup> on all levels of difficulty, with  
2 diversity of appeal, and the presentation of different points of view, and will provide procedures for  
3 review and reconsideration of allegedly inappropriate instructional materials.

### 4 **OBJECTIVES OF SELECTION**

5 In order to assure that instructional materials are an integral part of the educational program, the  
6 following selection objectives are adopted:

- 7 1. To provide materials that will enrich and support the curriculum and personal needs of the  
8 students, taking into consideration their varied interests, abilities and learning styles;  
9
- 10 2. To provide materials that will stimulate growth in factual knowledge, literary appreciation,  
11 aesthetic values and ethical standards;  
12
- 13 3. To provide a background of information which will enable students to make intelligent  
14 judgments in their daily lives;  
15
- 16 4. To provide materials on opposing sides of controversial issues so that the students may develop  
17 under guidance the practice of critical analysis;  
18
- 19 5. To provide materials which realistically represent our pluralistic society and reflect the  
20 contributions made by these groups and individuals to our American heritage;  
21
- 22 6. To place principles above personal opinion and reason above prejudice in the selection of  
23 materials of the highest quality in order to assure a comprehensive media collection appropriate  
24 for the students.

### 25 **RESPONSIBILITY FOR MATERIALS SELECTION**

26 The responsibility for selection of instructional materials is delegated to the professionally trained  
27 personnel employed by the school system.

28 Selection of materials involves many people, including staff, students, and members of the community

29 There is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars  
30 (\$200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the  
31 teachers for instructional supplies and shall be given to each teacher by October 31 of each school year

1 so that the teacher may spend it at any time during that school year on instructional supplies as  
2 determined necessary by the teacher.<sup>2</sup> \$200.00 BEP allocations will be distributed by August 1<sup>st</sup> of  
3 each school year, unless otherwise explained by the Director of Schools.

#### 4 **SELECTION CRITERIA AND PROCEDURES**

5 In selecting materials for school media centers the following practices are to be observed:

- 6 1. The librarian in each school is responsible for selecting books and materials for her school;  
7
- 8 2. Selection shall be a continuing process throughout the school year as new suggestions of staff  
9 members and students are evaluated and materials already purchased are reevaluated to  
10 determine their current or lasting contributions to the educational program of the school; and  
11
- 12 3. Gift materials shall be judged upon the same basis as the library media center's own purchases.  
13 Gift materials meeting the selection standards may be accepted with the recommendation of the  
14 library media specialist and the approval of the principal.

---

#### Legal References

1. TSS/MS 0520-01-03-.07(3)
2. TCA 49-3-359

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#### Cross References

Controversial Materials 4.801

# Hickman County Board of Education

4.402

	Descriptor Term: <b>Reconsideration of Instructional Materials and Textbooks</b>	Descriptor Code: <del>4.403</del>	Issued Date: <b>03/02/20</b>
		Rescinds: <b>4.403</b>	Issued: <b>01/08/18</b>

1 The Board supports principles of intellectual freedom inherent in the First Amendment of the  
2 Constitution of the United States<sup>1</sup> and expressed in the *Library Bill of Rights* of the American Library  
3 Association.

4 Because opinions differ, there may be questions concerning some instructional and library materials  
5 despite the quality of the selection process. If a complaint is made, the following procedure is to be  
6 followed:

- 7 1. Inform the complainant of the selection procedures and make no commitments.
- 8 2. Request the complainant to submit a formal “Request for Reconsideration of Instructional  
9 Materials”.
- 10 3. Inform the director of schools (and other appropriate personnel).
- 11 4. Keep challenged materials available for use during the reconsideration process.
- 12 5. Upon receipt of the completed form, the principal requests review of the challenged  
13 materials by an ad hoc materials review committee within fifteen (15) working days, and  
14 notifies the appropriate supervisor and director of schools that such review is being done.  
15 The review committee is appointed by the principal, and includes certificated library media  
16 personnel, representatives from classroom teachers, one or more parents, and may include  
17 one or more students.
- 18 6. The review committee shall take the following steps after receiving the challenged  
19 materials:
  - 20 a. Read, view or listen to the material in its entirety;
  - 21 b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - 22 c. Determine the extent to which the material supports the curriculum;
  - 23 d. Complete the appropriate “Checklist for Reconsideration of Instructional Materials”,  
24 judging the material for its strength and value; and
  - 25 e. Present recommendation to principal for further action and to the director of schools for  
26 purposes of information.

- 1 7. If the complainant desires further action after receiving the recommendation of the  
2 committee and the decision of the principal, an appeal may be made to the Board.

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Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)

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Cross References

- Textbooks 4.401  
School and System Websites 4.407  
Controversial Materials 4.801

# Adopt + Replace

Click here to choose a school board.

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date:
		Rescinds:	Issued:

## General

The **[insert title of employee]** shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.<sup>1</sup> The library collection shall adhere to the following criteria:

**[Note: The Board can include local standards.]**

1. Materials shall be suitable for and consistent with the educational mission of the school;
2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
3. Materials shall contain literary, historical, and/or artistic value and merit; and
4. The collection as a whole shall offer a variety of viewpoints.

**[Insert title of employee]** shall be responsible for periodically reviewing the district's library collection in line with these established standards.

## COMPLAINTS

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.
5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee within **[insert number]** days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or

more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.

7. The review committee shall take the following steps after receiving the challenged materials:
  - a. Read, view, or listen to the contested material in its entirety;
  - b. Check general acceptance of the material by reading recognized and evaluative reviews;
  - c. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school;
  - d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
  - e. Present a recommendation to the Director of Schools and the Board.
8. The Board shall review the recommendation presented by the review committee and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.
9. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.

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#### Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); Public Acts of 2022, Chapter No. 744

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#### Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Hickman County Board of Education

Descriptor Term: <b>Use of the Internet</b>	Descriptor Code: <b>4.406</b>	Issued Date: <b>03/02/20</b>
	Rescinds: <b>4.406</b>	Issued: <b>01/08/18</b>

1 The Board supports the right of staff and students to have reasonable access to various information  
2 formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate  
3 and responsible manner.

## 4 **Employees**

5 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign  
6 a written agreement, developed by the director/designee that sets out the terms and conditions of such  
7 use. Any employee who accesses the district's computer system for any purpose agrees to be bound by  
8 the terms of that agreement, even if no signed written agreement is on file.

9 The director of schools shall develop and implement procedures for appropriate Internet use which  
10 shall address the following:

- 11 1. Development of the Network and Internet Use Agreement.
- 12 2. General rules and ethics of Internet access.
- 13 3. Guidelines regarding appropriate instruction and oversight of student Internet use.
- 14 4. **A uniform signature block for use by all district employees; and**
- 15 5. Prohibited and illegal activities, including but not limited to the following:<sup>1</sup>
  - 16 • Sending or displaying offensive messages or pictures
  - 17 • Using obscene language
  - 18 • Harassing, insulting, defaming or attacking others
  - 19 • Damaging computers, computer systems or computer networks
  - 20 • Hacking or attempting unauthorized access to any computer
  - 21 • Violation of copyright laws
  - 22 • Trespassing in another's folders, work or files
  - 23 • Intentional misuse of resources
  - 24 • Using another's password or other identifier (impersonation)
  - 25 • Use of the network for commercial purposes
  - 26 • Buying or selling personal items on the Internet

## 27 **Students**

28 The director of schools shall develop and implement procedures for appropriate Internet use by  
29 students. Procedures shall address the following:

- 30 1. General rules and ethics of Internet use.
- 31 2. Prohibited or illegal activities, including, but not limited to:<sup>1</sup>

- 1 • Sending or displaying offensive messages or pictures
- 2 • Using obscene language
- 3 • Harassing, insulting, defaming or attacking others
- 4 • Damaging computers, computer systems or computer networks
- 5 • Hacking or attempting unauthorized access
- 6 • Violation of copyright laws
- 7 • Trespassing in another's folders, work or files
- 8 • Intentional misuse of resources
- 9 • Using another's password or other identifier (impersonation)
- 10 • Use of the network for commercial purposes
- 11 • Buying or selling on the Internet

## 12 **INTERNET SAFETY MEASURES<sup>2</sup>**

13 Internet safety measures shall be implemented that effectively address the following:

- 14 • Controlling access by students to inappropriate matter on the Internet and World Wide
- 15 Web
- 16 • Safety and security of students when they are using electronic mail, chat rooms, and
- 17 other forms of direct electronic communications
- 18 • Preventing unauthorized access, including "hacking" and other unlawful activities by
- 19 students on-line
- 20 • Unauthorized disclosure, use and dissemination of personal information regarding
- 21 students
- 22 • Restricting students' access to materials harmful to them

23 The director of schools/designee shall establish a process to ensure the district's education technology  
 24 is not used for purposes prohibited by law or for accessing sexually explicit materials. The process  
 25 shall include, but not be limited to:

- 26 • Utilizing technology that filters, blocks or otherwise prevents internet access (for both
- 27 students and adults) to material that is obscene, child pornography<sup>3</sup> or harmful to
- 28 students
- 29 • Prohibiting and preventing a use from sending, receiving, viewing, or downloading
- 30 materials that are deemed to be harmful to minors;<sup>4</sup>
- 31 • Maintaining and securing a usage log
- 32 • Monitoring on-line activities of students

33 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to  
 34 address and communicate, its Internet safety measures.

35 A written parental consent shall be required prior to the student being granted access to electronic  
 36 media involving district technological resources. The required permission/agreement form, which shall  
 37 specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/  
 38 procedural violations, must be signed by the parent/legal guardian of minor students (those under 18  
 39 years of age) and also by the student. This document shall be executed each year and shall be valid  
 40 only in the school year in which it was signed unless parent(s) provide written notice that consent is

1 withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at  
2 least 18 years old) must provide the director of schools with a written request.

3 **Complaints alleging a violation of the internet safety measures shall be submitted to the District**  
4 **Technology Director. All complaints shall be reviewed to determine how to appropriately respond.**

#### 5 **E-MAIL**

6 Users with network access shall not utilize district resources to establish electronic mail accounts  
7 through third-party providers or any other nonstandard electronic mail system. All data including e-  
8 mail communications stored or transmitted on school system computers shall be monitored.  
9 Employees/students have no expectation of privacy with regard to such data. E-mail correspondence  
10 may be a public record under the public records law and may be subject to public inspection.<sup>5</sup>

#### 11 **INTERNET SAFETY INSTRUCTION<sup>6</sup>**

12 Students will be given appropriate instruction in internet safety as a part of any instruction utilizing  
13 computer resources. The director shall provide adequate in-service instruction on internet safety.  
14 Parents and students will be provided with material to raise awareness of the dangers posed by the  
15 internet and ways in which the internet may be used safely.

#### 16 **SOCIAL NETWORKING**

- 17 1. District staff who have a presence on social networking websites are prohibited from posting  
18 data, documents, photographs, or inappropriate information that is likely to create a material  
19 and substantial disruption of classroom activity.
- 20 2. District staff are prohibited from accessing personal social networking sites on school  
21 computers or during school hours except for legitimate instructional purposes.
- 22 3. The board discourages district staff from socializing with students on social networking  
23 websites. The same relationship, exchange, interaction, information, or behavior that would be  
24 unacceptable in a non-technological medium is unacceptable when done through the use of  
25 technology.

#### 26 **VIOLATIONS**

27 Violations of this policy or a procedure promulgated under its authority shall be handled in accordance  
28 with the existing disciplinary procedures of this District.

#### 29 **VENDOR CONTRACTS<sup>3</sup>**

30 **Prior to entering into any contract for the provision of digital or online materials created or marketed**  
31 **for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor**  
32 **shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or**  
33 **otherwise prevents access to pornography or obscenity and verifying that the technology prevents a**  
34 **user from sending, receiving, viewing, or downloading materials that are harmful to minors.**

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Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. Public Acts of 2022, Chapter No. 1002
4. TCA 39-17-901; Public Acts of 2022, Chapter No. 1002
5. TCA 10-7-512
6. TCA 49-1-221

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Cross References

Use of Electronic Mail (e-mail) 1.805  
Web Pages 4.407  
Controversial Materials 4.801  
Student Publications 6.704

# Hickman County Board of Education

Descriptor Term:  <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>05/04/20</b>
	Rescinds: <b>4.600</b>	Issued: <b>03/05/18</b>

1 The director of schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in  
3 conjunction with Board-adopted content standards for grades K-8. The grading/assessment system  
4 shall follow all applicable statutes and rules and regulations of the State Board of Education. The  
5 grading/assessment system shall be uniform district-wide at comparable grade levels except that the  
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured  
7 classes in grades K-3.<sup>1</sup>

8 The director of schools shall submit a copy of the grading, reporting and assessment systems to the  
9 Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students  
10 and parents/guardians.<sup>1</sup>

## 11 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>1</sup>**

12 Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established  
by the State Board of Education. Using the uniform grading system, students' grades shall be reported  
for the purposes of application for post-secondary financial assistance administered by the Tennessee  
Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage  
range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

This grading system shall be uniform throughout the school district for each grade.

13

1 The following high school courses will have weighted grades:

2	Honors English (Grades 9-12)	Trigonometry
3	Honors Biology I	Honors Algebra II
4	Honors Physical Science	Honors Geometry
5	Honors Chemistry	Dual Enrollment College Courses
6	Honors Physics	Honors American History
7	Anatomy	Honors Algebra I
8	Biology II	Calculus
9	Pre-Calculus	

10 Advanced coursework grades will be weighted with additional percentage points to calculate the  
11 semester average. Depending on the course taken, the following percentage points will be assigned:<sup>6</sup>

- 12 • Honors Courses – three (3) percentage points;
- 13
- 14 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual  
15 Enrollment Courses – four (4) percentage points; and
- 16
- 17 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and  
18 International Baccalaureate Courses – five (5) percentage points.

19 **Student Absent for State Mandated Exams:**

- 20 1. If a student taking high school assessed subjects is absent, the student will receive a zero or  
21 incomplete. If the student is allowed to make up the exam, he or she will do so during the  
22 next scheduled administration. A locally-created exam cannot be administered in lieu of a  
23 state exam.
- 24 2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered  
25 a defined part(s) of any content area or all of the content areas, the student must take an  
26 alternate exam approved by the Chief Academic Officer to substitute for the corresponding  
27 content not tested.

28 Administration of the alternate exam shall be scheduled by the principal for such a time  
29 which shall allow for scoring to be completed before the end of the spring semester of the  
30 current school year.

1 Failure to complete the alternative assessment before the end of the spring semester shall  
2 result in the student receiving a grade of zero which shall be counted for fifteen (15%)  
3 percent of a student's final grade for the spring semester.<sup>3</sup>

4 **Conduct shall be marked as follows:**

5 E.....Excellent  
6 S.....Satisfactory  
7 U.....Unsatisfactory

8 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

9 Attendance records **will not** be the sole criterion in determining the awarding of grades or the passing  
10 of a course or promotion or retention.

11 Plus and minus evaluations are not to be added to letter grades. Grades are not to be changed once  
12 recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new  
13 card.

14 Grades given at the end of each nine (9) weeks period for elementary, intermediate, middle school, and  
15 high school will be determined from daily work, homework, written assignments and tests. The  
16 teacher will weigh the value of grades given for various assignments and tests within the applicable  
17 period in computing the grade. This procedure will enable the teacher to allow for individual student  
18 differences in the grading process. Any assignments and tests required of a student must be considered  
19 in the computation of his grade.

20 At the middle school level and at the high school level, grades will be determined by an average of  
21 grades for each of the two 9-week periods. The grades given at the end of each nine (9) weeks period  
22 shall be the grade earned by the student, as computed by the teacher, and shall not be subject to  
23 manipulation, regardless of the passing or failing nature of the grade provided that said teacher has  
24 documented verification on file that he/she has reasonably attempted to contact the student's parent(s)  
25 or guardian(s) making them aware of the student's failing grade or grades. The final grade of the year  
26 will be determined by averaging the two (2) semester grades.

27 The work of a student whose grades are satisfactory but are withheld because of failure to complete the  
28 required work shall be reported as incomplete (I). If the incomplete is not removed in the time  
29 designated by the teacher, it will then become an "F".

## 1 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS<sup>5</sup>**

2 Schools teaching grades nine through twelve shall use the uniform grading system established by the  
3 State Board of Education. Using the uniform grading system, students' grades shall be reported for the  
4 purposes of application for post-secondary financial assistance administered by the Tennessee Student  
5 Assistance Corporation.<sup>1</sup>

6 Each school counselor shall provide incoming freshman with information on college core courses  
7 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT  
8 score, etc.) that must be met in order to receive a scholarship.

9 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for  
10 Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or on-line at  
11 [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students shall be made aware of all applicable FAFSA deadlines and encouraged to  
12 submit applications in a timely manner.

13 Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
14 students and impress upon them the benefits of making good grades.

## 15 **LOTTERY SCHOLARSHIP DAY**

16 Each school year, prior to scheduling courses for the following school year, schools teaching students  
17 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>6</sup>

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### Legal References

1. TRR/MS 0520-01-03-.05(3)
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-1-617
4. TCA 49-2-203(b)(7)
5. TCA 49-4-904-907; SBOE Policy 3.301  
TCA 49-4-932(f)

### Cross References

- Alternative Credit Options 4.209
- Credit Recovery 4.210
- Reporting Student Progress 4.601
- Honor Roll, Awards, & Class Ranking 4.602
- Promotion and Retention 4.603
- Transcript Alterations 4.608

# New Model Policy

Click here to choose a school board.

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date:
		Rescinds:	Issued:

## 1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
3 state law.

## 4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed  
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers  
7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of  
8 Retirement that no other qualified personnel are available to substitute teach.<sup>1</sup>

## 9 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

10 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment  
11 as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will  
12 not be lost or suspended under certain conditions which include, but are not limited to, the following:<sup>2</sup>

- 13 1. The Director of Schools of the employing district shall certify in writing that no other qualified  
14 individuals are available to fill the position;
- 15 2. The Commissioner of Education shall certify that the employing school district serves an area  
16 that lacks qualified teachers to serve in the position to be filled;
- 17 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 18 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
19 receive medical insurance coverage; and
- 20 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
21 Board for teachers with no experience filling similar positions or more than eighty-five percent  
22 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
23 years of experience filling similar positions.
- 24
- 25
- 26
- 27

## 1 ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as  
3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the  
4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;  
6
- 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
8 retirement allowance;  
9
- 10 3. The retired member's employment can't be longer than a one (1) year period; however, the  
11 retired member can be reemployed for additional one (1) year periods;  
12
- 13 4. The retired member is not drawing disability retirement benefits; and  
14
- 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that  
17 the retired member has the required experience and training for the position and that no other qualified  
18 persons are available to fill the position.

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
22 percent (5%) of the retired member's pay rate.  
23

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### Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

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### Cross References

Application and Employment 5.106  
Substitute Teachers 5.701

# Hickman County Board of Education

	Descriptor Term: <b>Separation Practices for Tenured Teachers</b>	Descriptor Code: <b>5.200</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>5.200</b>	Issued: <b>01/04/21</b>

## 1 **SUSPENSION PENDING AN INVESTIGATION**<sup>1</sup>

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

## 9 **SUSPENSION OF THREE DAYS OR LESS**<sup>2,3</sup>

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

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

## 19 **DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS**<sup>4</sup>

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

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

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

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

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

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

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

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

## 24 RESIGNATION

25 A teacher shall give the director of schools notice of resignation at least thirty (30) days before the  
26 effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable  
27 extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days'  
28 notice requirement and permit a teacher to resign in good standing.<sup>5</sup>

29 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

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

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

37 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
38 the State Board of Education and request the suspension of a teacher's certificate. After the State Board

1 of Education has provided the teacher an opportunity for defense during a hearing, the State Board of  
2 Education may suspend the certificate for no less than thirty (30) and no more than three hundred  
3 sixty-five (365) days.<sup>8</sup>

#### 4 RETIREMENT

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

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

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

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

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

## Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE), TCA 49-5-512(d)
3. TCA 49-5-511(a)(2)
4. TCA 49-5-511—513
5. TCA 49-5-508(a)
6. TCA 49-5-508(c)
7. TCA 49-5-706
8. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
9. TCA 8-36-805
10. TCA 8-36-821

## Cross References

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

# Hickman County Board of Education

Descriptor Term: <b>Separation Practices for Non-Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>08/02/21</b>
	Rescinds: <b>5.201</b>	Issued: <b>11/02/20</b>

## 1 SUSPENSION PENDING AN INVESTIGATION <sup>1</sup>

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

## 9 SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>

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

## 16 DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>

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

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

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

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

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

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

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

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

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

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

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

## 18 **NONRENEWAL**

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

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

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

- 27 1. The Board shall be notified at the next regular board meeting; and
- 28 2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier,  
29 or by email within five (5) business days following the last instructional day for the school  
30 year.<sup>3</sup> If the reason for nonrenewal is due only to a loss of funding for the position, then the  
31 notice shall include a statement listing it as the cause for nonrenewal<sup>4</sup>

## 32 **RESIGNATION**

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

1 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>5</sup>

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

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

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

#### 14 **RETIREMENT**

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

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

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

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

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

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

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**Legal References**

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409; Public Acts of 2021, Chapter No. 378
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
8. TCA 8-36-805
9. TCA 8-36-821

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**Cross References**

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

# Hickman County Board of Education

Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>03/07/22</b>
	Rescinds: <b>5.701</b>	Issued: <b>12/07/21</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies.<sup>1,2</sup>  
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.<sup>2</sup>

## 7 APPLICATION/QUALIFICATIONS

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

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

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.<sup>5</sup>

## 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.<sup>5</sup> When substituting for a teacher without sick leave, the substitute shall be certified and paid  
25 according to the state salary schedule.<sup>1</sup>

26 ~~Retired teachers may substitute one hundred twenty (120) days per year without loss of retirement~~  
27 ~~benefits<sup>1</sup> 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.<sup>7</sup>~~

## 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 Licensed personnel can be used as a substitute teacher in another class in emergency situations in  
9 which another substitute is unable to arrive on time or remain for the full day. Licensed personnel who  
10 volunteer to substitute in a class in addition to their normal instructional duties and complete after-  
11 school planning time will be compensated per class period in which they are utilized.

## 12 **TRAINING AND ORIENTATION**

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

## 15 **RESPONSIBILITIES**

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

## 18 **RE-EMPLOYMENT/TERMINATION**

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

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

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**Legal References**

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

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**Cross References**

Background Investigations 5.118

# Hickman County Board of Education

	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>6.200</b>	Issued: <b>01/04/21</b>

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

4 The attendance supervisor shall oversee the entire attendance program which shall include: <sup>1</sup>

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

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

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

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

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

7 The principal shall be responsible for ensuring that:<sup>6</sup>

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

## 18 **TRUANCY**

### 19 *General*

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

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

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

### 35 *Progressive Truancy Intervention Plan*<sup>8</sup>

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

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

### 3 **Tier I**

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

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

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

### 22 **Tier II**

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

### 26 **Tier III**

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

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

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

**1 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY<sup>9</sup>**

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

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

**17 RELEASED TIME COURSE<sup>10</sup>**

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

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

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

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

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

**30 MILITARY SERVICE OF PARENT/GUARDIAN<sup>11</sup>**

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

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

## 1 MAKE-UP WORK

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

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

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

## 13 STATE-MANDATED TESTS/END OF COURSE EXAMS

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

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

## 21 CREDIT/PROMOTION DENIAL

22 Credit/promotion denial determinations may include student attendance, however, student attendance  
23 may not be the sole criterion.<sup>9</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
24 following shall occur:

- 25
- 26 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due  
27 to excessive absenteeism.
  - 28 2. Procedures in due process are available to the student when credit or promotion is denied.

## 29 DRIVER'S LICENSE REVOCATION<sup>2</sup>

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

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

## 1 ATTENDANCE HEARING<sup>10</sup>

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

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

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

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

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### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2021, Chapter No. 223
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(7)
11. TCA 49-6-3019

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### Cross References

- School Calendar 1.800
- Extracurricular Activities 4.300
- Interscholastic Athletics 4.301
- Field Trips/Excursions/Competitions 4.302
- Reporting Student Progress 4.601
- Promotion and Retention 4.603
- Recognition of Religious Beliefs, Customs, & Holidays 4.803
- Voluntary Pre-K Attendance 6.2011
- Homeless Students 6.503
- Students in Foster Care 6.505
- Students from Military Families 6.506
- Student Records 6.600



# Add New Policy

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date:
		Rescinds:	Issued:

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school district in Tennessee or another state even though the student has
- 3 established residency in the district in which he/she seeks enrollment.
  
- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school district and make a recommendation to the Board to
- 6 approve or deny the request.
  
- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.
  
- 8 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 9 suspended or expelled from the former school district.<sup>1</sup>

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#### Legal References

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

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#### Cross References

School Admissions 6.203  
Student Records 6.600

# Hickman County Board of Education

Descriptor Term:

## Reporting Child Abuse

Descriptor Code:

6.409

Issued Date:

05/03/21

Rescinds:

6.409

Issued:

10/05/20

### 1 *General*

2 The Director of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;  
5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;  
7
- 8 3. Supply the Coordinator with all necessary resources;
- 9 4. Ensure that all employees working directly with students annually complete the child abuse  
10 training program required by state law.<sup>2</sup>  
11

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
13 child abuse or child sexual abuse.

### 14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
17 immediately with the Coordinator, the Department of Children's Services (DCS), and law  
18 enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or  
19 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement  
20 prior to notifying the Coordinator.<sup>5</sup>

21 The report shall include, to the extent known by the reporter:<sup>5</sup>

- 22 1. The name, address, telephone number, and age of the child;  
23
- 24 2. The name, telephone number, and address of the parents or persons having custody of the child;  
25
- 26 3. The nature and extent of the abuse or neglect; and  
27
- 28 4. Any evidence to the cause or any other information that may relate to the cause or extent of the  
29 abuse or neglect.

30 The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
31 abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>6</sup> including permitting DCS teams to conduct interviews while the child is at  
7 school. The principal may control the time, place, and circumstances of the interview but may not  
8 insist that a school employee be present even if the suspected abuser is a school employee or another  
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the  
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.<sup>7</sup>

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### Legal References

1. Public Acts of 2020, Chapter No. 708
2. TCA 37-1-408
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602;  
TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); Public Acts of 2020, Chapter  
No. 708
5. TCA 37-1-403(b)
6. TCA 37-1-611(b)
7. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400

# Hickman County Board of Education

Descriptor Term: <b>Memberships</b>	Descriptor Code: <b>1.104</b>	Issued Date: <b>08/02/21</b>
	Rescinds: <b>1.104</b>	Issued: <b>05/06/19</b>

1 The Board shall maintain membership in the Tennessee School Boards Association.<sup>1</sup> ~~and through its~~  
2 ~~membership in TSBA shall be an affiliate member of the Southern Region School Boards Association~~  
3 ~~and the National School Boards Association.~~

4 The Board shall seek to participate as fully as possible in the activities of **this organization**.  
5 Information obtained at conferences, conventions or workshops shall be shared at subsequent board  
6 meetings.

7 Dues for membership in the Tennessee School Boards Association shall be included in each annual  
8 budget in accordance with state statute.

9 The Board may also maintain institutional membership in other educational organizations which the  
10 Board finds to be of benefit to members and school system personnel.

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#### Legal References

1. TCA 49-2-2001

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#### Cross References

Board Member Development Opportunities 1.204

# Hickman County Board of Education

Descriptor Term: <b>School Board Legislative Involvement</b>	Descriptor Code: <b>1.105</b>	Issued Date: <b>08/02/21</b>
	Rescinds: <b>1.105</b>	Issued: <b>05/06/19</b>

1 The Board will work for the passage of new laws designed to advance the cause of improving  
2 education and for the repeal or modification of existing laws and the defeat of proposed laws that  
3 impede this cause. To accomplish this:

- 4 1. The Board shall stay informed of pending legislation and actively communicate its  
5 concerns and make its position known to the elected representatives at both the state and  
6 national level;
- 7 2. The Board shall work with other school boards in the state, local citizen groups, and  
8 other local officials in acquainting them with the board's legislative priorities and seek  
9 their support;
- 10 3. The Board shall annually select one (1) of its members to serve as its representative to  
11 the Tennessee Legislative Network (TLN). The representative shall be a level one or  
12 greater board member and have been a delegate to the TSBA convention.
- 13 4. The Board shall work with its TLN representative, with TSBA, ~~NSBA~~, and other  
14 concerned groups in developing an annual legislative program; and
- 15 5. The Board shall include in its budget appropriate resources, including travel expense,  
16 necessary for its TLN representative and other board members to accomplish its desired  
17 legislative goals.

# Hickman County Board of Education

Descriptor Term: <b>Board Member Development Opportunities</b>	Descriptor Code: <b>1.204</b>	Issued Date: <b>10/04/21</b>
	Rescinds: <b>1.204</b>	Issued: <b>06/03/19</b>

1 The Board shall participate in activities designed to assist board members in improving their skills as  
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board  
4 establishes these principles and procedures for its guidance:

- 5 1. A calendar of school board conferences, conventions and workshops shall be maintained by the  
6 board secretary and provided to each board member. At least annually the Board will identify  
7 which meetings should be attended and the benefits which would be derived from participation  
8 in such meetings; <sup>1</sup>  
9
- 10 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a  
11 whole shall retain the authority to approve or disapprove the participation of members in  
12 planned activities;  
13
- 14 3. Reimbursement to board members for their travel expenses shall be in accord with the travel  
15 expense policy for staff members;  
16
- 17 4. When a conference, convention or workshop is not attended by the full Board, those  
18 participating will be requested to share information, recommendations and materials acquired at  
19 the meeting; and  
20
- 21 5. The public shall be kept informed through the news media about the Board's continuing  
22 inservice education and about the programs anticipated for short- and long-range benefits to the  
23 schools.

24 The Board regards the following as the kinds of activities and services appropriate for implementing  
25 this policy:

- 26 1. Participation in school board conferences, workshops and conventions held by the State; ~~and~~  
27 ~~National school Boards Association;~~  
28
- 29 2. Local and district-sponsored training sessions for board members; and  
30
- 31 3. Subscriptions to publications addressing the concerns of board members.

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Legal References

1. TCA 49-2-202(a)(6)

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Cross References

Board Evaluation 1.103  
Memberships 1.104  
School Board Legislative Involvement 1.105  
School District Goals 1.700  
School Calendar 1.800  
Expenses and Reimbursements 2.804

# Hickman County Board of Education

	Descriptor Term: <b>Testing Programs</b>	Descriptor Code: <b>4.700</b>	Issued Date: <b>08/02/21</b>
		Rescinds: <b>4.700</b>	Issued: <b>06/01/20</b>

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

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

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

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

20 State-mandated student testing programs shall be undertaken in accordance with procedures published  
21 by the State Department of Education.<sup>3</sup>

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

4 TNReady<sup>4</sup> and EOC<sup>5</sup> scores will be included in students' final grades as follows:

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

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

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

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

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

19 Where, for a specific subject:

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

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

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

23  $F$  = scaling factor

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

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

## 26 **INTEREST INVENTORIES AND CAREER ASSESSMENTS<sup>6</sup>**

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

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

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

### 3 **TESTING INFORMATION AND PARENTAL CONSENT**

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

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

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

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

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

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#### Legal References

1. TCA 49-10-108
2. 20 USCA § 1232(g)
3. TRR/MS 0520-01-03-.03(11)
4. TCA 49-1-617; State Board of Education Policy 2.102
5. TRR/MS 0520-01-03-.03(11)(e); State Board of Education Policy 2.103; TCA 49-1-617
6. TCA 49-6-412; Public Acts of 2021, Chapter No. 271
7. TCA 10-7-504(a)(4)(A)
8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

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#### Cross References

Student Surveys, Analyses, and Evaluations 6.4001  
Student Records 6.600

# Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Maintaining Test Security</h2>	Descriptor Code: <h3 style="text-align: center;">4.701</h3>	Issued Date: <h3 style="text-align: center;">06/01/20</h3>
		Rescinds: <h3 style="text-align: center;">4.701</h3>	Issued: <h3 style="text-align: center;">03/05/18</h3>

1 Annually, the Board of Education will designate a System Testing Coordinator who shall be  
 2 responsible for administering, monitoring and maintaining security of all tests to be administered  
 3 within the school system. The principal of each school shall serve as or designate a Building Testing  
 4 Coordinator who shall be responsible for the administrating, monitoring and maintaining security of all  
 5 tests given in his/her school. Test security procedures shall adhere to guidelines issued by the State  
 6 Department of Education.<sup>1</sup>

7 Testing coordinators, test administrators and proctors shall be required to sign a statement that the  
 8 security measures and testing procedures were followed.<sup>2</sup>

9 The director of schools shall report within 24 hours a breach of security to the State Department of  
 10 Education Office of Accountability and any testing irregularity to the Division of State Testing. In any  
 11 class, grade, and/or school where a security breach is strongly suspected or verified, central office staff  
 12 will be present during subsequent administration of tests for a period of two years.

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Legal References

1. TRR/MS 0520-01-03-.03(7)(b)
2. TCA 49-1-607

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Cross References

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Evaluations of Instructional Programs</b>	Descriptor Code: <b>4.702</b>	Issued Date: <b>06/01/20</b>
		Rescinds: <b>4.702</b>	Issued: <b>03/05/18</b>

1 The purposes of evaluation of instruction will be:

- 2 1. To indicate instructional strengths and weaknesses;
- 3
- 4 2. To provide information needed for future planning;
- 5
- 6 3. To provide data for public information;
- 7
- 8 4. To show the relationship between achievement and the school system’s stated goals; and
- 9
- 10 5. To assess the suitability of the instructional program in terms of community requirements.

11 A continuing evaluation will be conducted at the school and system-wide level. The needs indicated  
 12 by this evaluation will be listed on a priority basis and school improvement programs will be aimed at  
 13 meeting these needs. Supervisors of the various instructional programs will report to the Board  
 14 annually.

15 The administration shall submit an annual report to the Board of Education stating the strengths and  
 16 weaknesses of the school program. Plans for correcting the weaknesses will be a part of the report

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Cross References

School District Goals 1.700  
 Curriculum Development 4.200  
 Evaluation 5.109

# Hickman County Board of Education

	Descriptor Term: <b>Controversial Issues</b>	Descriptor Code: <b>4.800</b>	Issued Date: <b>06/01/20</b>
		Rescinds: <b>4.800</b>	Issued: <b>03/05/18</b>

1 The discussion of issues in the classroom which are politically, philosophically or socially  
2 controversial shall be relevant to the subject matter being taught, related to educational objectives,  
3 appropriate for the age and maturity of students, and shall not materially or substantially disrupt or  
4 threaten to disrupt the discipline of the school.

5 To ensure that controversial issues are presented and discussed fairly and objectively and with  
6 instruction as their goal, the following guidelines shall be observed:

- 7 1. All personnel will seek to create an atmosphere in which differences of opinion can be  
8 voiced without fear and hostility and with mutual respect for all viewpoints;
- 9 2. Teachers will encourage students to withhold judgment and to avoid making of conclusions  
10 until all relevant and significant facts have been assembled, critically examined, and  
11 checked for accuracy;
- 12 3. Teachers will seek to develop in students a sense of responsibility for their beliefs,  
13 opinions, attitudes and actions;
- 14 4. Teachers shall place major emphasis upon “why” and “how” to think rather than “what” to  
15 think; and
- 16 5. If the subject matter being taught involves conflicting opinions, theories, or schools of  
17 thought, the teacher will ensure that differing sides of an issue are explored in order to help  
18 students develop their own critical faculties.

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#### Cross References

Staff Rights and Responsibilities 5.600  
Student Publications 6.704

# Hickman County Board of Education

	Descriptor Term: <b>Controversial Materials</b>	Descriptor Code: <b>4.801</b>	Issued Date: <b>06/01/20</b>
		Rescinds: <b>4.801</b>	Issued: <b>03/05/18</b>

1 Parent(s) may request that a student not be required to read a book, use certain materials, or participate  
2 in an activity, provided that a written request is submitted on the prescribed form to the director of  
3 schools.

4 The director of schools shall present the written request to the Board. The final decision concerning  
5 the use of controversial materials shall rest with the Board.

6 No student who is granted such a request by the Board shall be penalized academically for his failure  
7 to participate in an activity, read a book or use certain materials. Rather, the student shall be given a  
8 similar book, activity or materials and graded accordingly.  
9

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#### Cross References

Textbooks 4.401  
Reconsideration of Instructional Materials 4.403  
Use of the Internet 4.406  
School and System Websites 4.407

# Hickman County Board of Education

Descriptor Term: <b>Student Equal Access (Limited Public Forum)</b>	Descriptor Code: <b>4.802</b>	Issued Date: <b>06/01/20</b>
	Rescinds: <b>4.802</b>	Issued: <b>03/05/18</b>

## 1 STUDENT MEETINGS

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school  
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or  
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and  
5 groups have the same abilities to access facilities and advertise their meetings.<sup>1,2,3,5</sup>

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated  
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable  
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10 A student or a group of students who wish to conduct a meeting under this policy must file an  
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:<sup>1</sup>

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the  
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,  
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary  
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

## 21 SCHOOL SPONSORED EVENTS<sup>4</sup>

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public  
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary  
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
- 26 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 27 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent

1 or promotes illegal drug use.

2

3 To the extent possible and practical, prior to events in which students will speak, notice shall be  
4 provided orally and/or in writing that the student's speech does not reflect the endorsement,  
5 sponsorship, position, or expression of the Board and its employees.

6

7 Beginning with the 2015-2016 school year, notice of this policy shall be provided in student  
8 handbooks and staff handbooks.

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Legal References

1. 20 U.S.C.A § 4071
2. *Westside Community Schools v. Mergens*, 496 U.S. 226 (1990)
3. TCA 49-6-2904
4. TCA 49-6-1803
5. TCA 49-6-1805

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Cross References

- Recognition of Religious Beliefs 4.803  
Prayer and Period of Silence 4.805

# Hickman County Board of Education

	Descriptor Term: <b>Recognition of Religious Beliefs, Customs &amp; Holidays</b>	Descriptor Code: <b>4.803</b>	Issued Date: <b>06/01/20</b>
		Rescinds: <b>4.803</b>	Issued: <b>03/05/18</b>

1 No religious belief or nonbelief shall be promoted or belittled by the school system or its employees.  
2 All students and staff members shall be tolerant of the views of others and not discriminate against  
3 anyone for a religious viewpoint or lack of a religious viewpoint. Students and staff members shall be  
4 excused from participating in practices which are contrary to their religious beliefs.<sup>1</sup>

## 5 **STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS**

6 A student's voluntary expression of a religious viewpoint on an otherwise permissible subject shall be  
7 treated in the same manner as a student's voluntary expression of a secular viewpoint.

8 Students may express religious beliefs in homework, artwork, and other written and oral assignments  
9 free from discrimination based on the religious content of their submissions. These assignments shall  
10 be judged by ordinary academic standards of substance and relevance and against other legitimate  
11 academic concerns. A student shall not be penalized or rewarded on account of the religious content of  
12 the student's work.<sup>2</sup>

## 13 **RELIGIOUS HOLIDAYS**

14 Observance of religious holidays shall be as follows:<sup>3</sup>

- 15 1. The several holidays throughout the year which have both a religious and a secular basis  
16 may be observed in the public schools;<sup>4</sup>  
17
- 18 2. The historical and contemporary values and the origin of religious holidays may be  
19 explained in an unbiased and objective manner without sectarian indoctrination;  
20
- 21 3. Music, art, literature and drama having religious themes or basis are permitted as part of the  
22 curriculum for school-sponsored activities and programs if presented in a prudent and  
23 objective manner and as a traditional part of the cultural and religious heritage of the  
24 particular holiday;  
25
- 26 4. The use of religious symbols that are part of a religious holiday are permitted as a teaching  
27 aid or resource, provided such symbols are displayed as an example of the cultural and  
28 religious heritage of the holiday and are temporary in nature; and  
29
- 30 5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with  
31 religious holidays of all faiths. All students and staff members shall be tolerant of the views  
32 of others. Students and staff members shall be excused from participating in practices  
33 which are contrary to their religious beliefs.<sup>1</sup>

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Legal References

1. TCA 49-6-2901 through 2906
2. TCA 49-6-1804
3. *Florety v. Sioux Falls Sch. Dist.*, 619 F. 2d 1311 (8th Cir. 1980)
4. TCA 49-6-3016

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Cross References

Student Equal Access 4.802  
Staff Rights and Responsibilities 5.600  
Attendance 6.200

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Religious Content of Courses</b>	Descriptor Code: <b>4.804</b>	Issued Date: <b>06/01/20</b>
		Rescinds: <b>4.804</b>	Issued: <b>03/05/18</b>

1 Educational content which consists of religious themes shall be presented in a factual, objective, and  
 2 respectful manner in accordance with the following guidelines:

- 3 1. Religious themes may be a part of the curriculum for school-sponsored activities and programs  
 4 provided it is essential to the learning experience in the various fields of study and is presented  
 5 objectively;
- 6 2. The inclusion of religion shall be for educational purposes only;<sup>1</sup>
- 7 3. The emphasis on religious themes should be only as extensive as necessary for a balanced and  
 8 comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish,  
 9 foster, or demean any particular religion, religious tenets, or beliefs; and<sup>1</sup>
- 10 4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-  
 11 beliefs about a religious theme shall be accommodated.

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Legal References

- 1. TCA 49-6-1005(a)

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Cross References

- Basic Curriculum Program 4.201
- Staff Rights & Responsibilities 5.600

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Cheerleading

Proposed fundraising activities: Donation Calendar

Purposed Uses of funds raised Uniforms & equipment

Expected student involvement (school-wide or specific school organization) Team members will obtain donations

Method by which school will receive profit \_\_\_\_\_

Requested by Lizi Boyles / Cheer Coach  
Name/Title

Date July 6 2022

Approved by Brya Ayle  
Principal

Date 7/6/22

Approved by Michelle Helvert  
Director of Schools\*

Date 7/11/22

\* 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.