

SHERRI BAKER
9037 E 40 Rd., Bon Aqua, TN 37025

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



JAMES LANE
2059 Lake Dr., Centerville, TN 37033

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

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

John Mullins
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

REGULAR BOARD MEETING
Monday, August 5, 2024 6:30 PM
Central Office - Room 203

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Regular Meeting Minutes for July 8, 2024

VI. Agenda for August 5, 2024

VII. Hickman County Education Association Speaker

VIII. Information

A. Correction

B. ESSER Plans

IX. Special Recognition

A. Employee of the Year

B. Employee of the Month

X. Consent Agenda Items

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

XI. HCHS JROTC Information Briefing

XII. Items Requiring Board Action

A. Trip Request

1. HCHS JROTC

B. Event Request

1. HCHS JROTC

C. ESSER Budget

D. Budget Amendments

E. Board Policies

1. Revised Board Policies 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 3.400, 4.201, 4.2013, 4.214, 4.301, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.318, 6.313, 6.309, 6.316, 6.4052, 6.409 (2nd Reading)

2. Board Policies Review 4.400--4.407

3. Board Policy 4.602 - 2nd Reading

XIII. Announcements

A. Regular Board Meeting for September 9, 2024

XIV. Closing Comments

A. Legislative Representative

B. Board Members and Director

XV. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

The Hickman county Board of Education met on July 8, 2024, at 6:30 PM in Central Office - Room 203.

Present: Sherri Baker, Ronald Gammons, Tim Hobbs, Jim Hudgins, Doug Lane, Vance Willis, **Absent:** Christy Mays.

John Mullins, Superintendent
2 students

Present: Christy Mays.
John Mullins, Superintendent
2 students

I. Call To Order

II. Public Comment

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III. Moment of Silence

IV. Pledge of Allegiance

V. Special Called Meeting Minutes for May 20, 2024

Motion to approve minutes.

Motion made by Sherri Baker.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Vance Willis: Abstain (With Conflict)

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Yea: 6, Nay: 0, Abstain (With Conflict): 1

VI. Regular Meeting Minutes for June 3, 2024

Motion to approve the June 3 minutes.

Motion made by Doug Lane.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

Yea: 7, Nay: 0

VII. Agenda for July 8, 2024

Motion to approve the agenda for July 8 with minor changes. Motion to move TCAP data under X,N.

Motion made by Doug Lane.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Motion to move policy to X.L.5 1.206.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Civil rights report will be removed from the consent agenda after X,M.

Motion made by Doug Lane.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Motion to move TCAP data under X,N.

Motion made by Sherri Baker.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

VIII. Special Recognition

- A. EHHS Student Recognition
- B. EHHS Bridge Builders Award Presentation
- C. Employee of the Month

IX. Consent Agenda Items

Motion to approve the consent agenda.
Motion made by Ronald Gammons.
Motion seconded by Jim Hudgins.
Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

A. Board Chair's Report

- 1. Chair's Countersigned Warrants
- 2. Miscellaneous Signed Documents

B. Director's Report

C. Financial Report

Tentative (as financial estimates) FY24 Financial Information will be available on July 8, 2024.
Finalized Financial Information FY24 will not be complete until the end of July 2024.

D. TISA State Update

E. ESSER Updates

F. 2023-2024 Civil Rights Report

G. TSBA OPEB Quarterly Statement - 4/1/2024--6/30/2024

X. Items Requiring Board Action

Add X.L. 5. 1.206 Waiver requirement for Junior/Senior Motion made by Gammons and seconded by Baker. All in favor.

Discussion about the Civil Rights and Bullying Compliance Trend Report

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

motioned by Doug Lane. What is the action plan?

TCAP data presented.

A. Budget Amendments

Motion to approve budget amendment 1 and 2.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

B. Close Out Budget Amendments

C. TSPMA Membership Dues

Motion to approve TSPMA Membership Dues.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

D. Approve Quote for Mastery Connect

Motion to approve up to \$51,000 to Instructure for Mastery Connect.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

E. Approve Stellar Therapy Services, LLC Contract for 2024-2025
Motion to renew the Stellar Therapy Services LLC contract for 24-25.
Motion made by Ronald Gammons.
Motion seconded by Vance Willis.
Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

F. Declaration of Surplus Property
Motion to approve declaration of surplus property (5 buses, 3 white vehicles and misc).
Motion made by Vance Willis.
Motion seconded by Doug Lane.
Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

G. Approve Sidekick Therapy Partners Agreement
Motion to approve the contractual agreement for Sidekick Therapy Partners Agreement (virtual Speech Therapy).
Motion made by Vance Willis.
Motion seconded by Jim Hudgins.
Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

H. 2024-2025 School Fees
Motion to approve 24-25 School Fees.
Motion made by Sherri Baker.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

I. 2024-2025 Discipline Hearing Authority

Motion to approve 24-25 Discipline Hearing Authority.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

J. Approval to Declare Bus Drivers as Full-Time Employees

Motion to approve the declaration of bus drivers as full-time employees.

Motion made by Jim Hudgins.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

K. Review Salary of Director Annually (Requires contract amendment or addendum to change)

Motion to amend the contract to add an addendum for a \$5000 raise in 24-25.

Motion made by Sherri Baker.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

L. Board Policies

1. Revised Board Policies 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 3.400, 4.201, 4.213, 4.214, 4.301, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.318, 6.300 (6.313), 6.309, 6.316, 6.4052, 6.409 (1st Reading)

Motion to approve the 1st reading for policies listed.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

2. Revised Board Policy 6.411 (2nd Reading)

Motion to approve the revised board policy 6.411 with the change from 'restrict' to 'prohibit' p 2 line 21.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

3. Board Policy Review 4.204--4.212

Motion to approve board policy review 4.204-4.212.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

4. Policy 4.602

Motion to approve the first reading as is on Policy 4.602 with revisions.
Motion made by Vance Willis.
Motion seconded by Tim Hobbs.
Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0

XI. School Board Self Evaluation

XII. Announcements

- A. Regular Board Meeting for August 5, 2024
- B. TSBA 2024 Fall District Meeting - South Central - Lewis County - August 29, 2024
- C. TSBA Annual Convention November 2024
- D. TCAP Data 2023-2024

XIII. Closing Comments

- A. Legislative Representative

XIV. Adjourn

Motion to adjourn meeting.
Motion made by Tim Hobbs.
Motion seconded by Doug Lane.
Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 7, Nay: 0



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John Mullins
Superintendent of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

The Hickman County Board of Education will meet in regular session on Monday, August 5, 2024 at 6:30 p.m. in Room 203 of the Hickman County Board of Education Office Complex.

- I. Call to Order
- II. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign-up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Regular Meeting Minutes for July 8, 2024
- VI. Agenda for August 5, 2024
- VII. Hickman County Education Association Speaker
- VIII. Information
 - A. Correction—Board Chair
 - B. ESSER Plans—ESSER Manager
- IX. Special Recognition
 - A. Employee of the Year—Director of Schools
 - B. Employee of the Month—Tim Hobbs
- X. Consent Agenda Items
 - A. Board Chair's Report
 1. Chair's Countersigned Warrants
 - B. Director's Report
 - C. Financial Report
 - D. ESSER Updates
- XI. HCHS JROTC Information Briefing--Instructor
- XII. Items Requiring Board Action
 - A. Trip Request
 1. HCHS JROTC—Instructor and Cadets
 - B. Event Request
 1. HCHS JROTC—Instructor and Cadets
 - C. ESSER Budget—ESSER Manager
 - D. Budget Amendments—Business Officer
 - E. Board Policies
 1. Revised Board Policies 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 3.400, 4.201, 4.2013, 4.214, 4.301, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.318, 6.300 (6.313), 6.309, 6.316, 6.4052, 6.409, (2nd Reading)—Misty Shelton
 2. Board Policy Review 4.400—4.407—Misty Shelton
 3. Board Policy 4.602 – 2nd Reading—Vance Willis

- XIII. Announcements
 - A. Regular Board Meeting for September 9, 2024—Board Chair
- XIV. Closing Comments
 - A. Legislative Representative—Tim Hobbs
 - B. Board Members and Director
- XV. Adjourn

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000285	Town Of Centerville	5315	07/09/2024	143- -11140	\$95.47
143 Total:					\$95.47
Bank Total:					\$95.47
Bank Payment Count:					1

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001598	Bragg, Tonya	7984	07/09/2024	141- -11140	\$37.15
41001599	County Of Hickman Misc Acct	1633	07/09/2024	141- -11140	\$11,421.24
41001600	Hale, Cassie	6644	07/09/2024	141- -11140	\$37.15
41001601	Matney, Amy	3921	07/09/2024	141- -11140	\$37.15
41001602	Matney, Gregory Dayle	3869	07/09/2024	141- -11140	\$37.15
41001603	Owens, Lora	8196	07/09/2024	141- -11140	\$661.44
141 Total:					\$12,231.28
Bank Total:					\$12,231.28
Bank Payment Count:					6

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001604	Brewer Chemicals & Equip, LLC	861	07/15/2024	141- -11140	\$420.00
41001605	Quill, LLC	4574	07/15/2024	141- -11140	\$1,887.12
41001606	Town Of Centerville	5315	07/15/2024	141- -11140	\$3,378.17
41001607	Unifirst Corp.	5758	07/15/2024	141- -11140	\$153.69
41001608	UPS	8274	07/15/2024	141- -11140	\$17.20
41001609	Verizon Wireless	5823	07/15/2024	141- -11140	\$68.04
141 Total:					<u>\$5,924.22</u>
Bank Total:					<u>\$5,924.22</u>
Bank Payment Count:					6

Date/Time: 7/15/2024 1:10 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
Page 1 of 1

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>
43000286	AT & T	7542	07/15/2024	143- -11140

Amount
\$170.75

143 Total: \$170.75

Bank Total: \$170.75

Bank Payment Count: 1

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001610	Dickson Co. Board of Education	8388	07/18/2024	141- -11140	\$43.50
41001611	Town Of Centerville	5315	07/18/2024	141- -11140	\$1,906.93
141 Total:					\$1,950.43
Bank Total:					\$1,950.43
Bank Payment Count:					2

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001612	AT & T	7542	07/22/2024	141- -11140	\$2,725.28
41001613	Dickson Electric System	1806	07/22/2024	141- -11140	\$34,347.98
41001614	Educational Testing Service	2209	07/22/2024	141- -11140	\$1,650.00
41001615	Mcc Nashville	1836	07/22/2024	141- -11140	\$1,100.00
41001616	Vanderbilt Bill Wilkerson Center	5824	07/22/2024	141- -11140	\$240.00
141 Total:					\$40,063.26
Bank Total:					\$40,063.26
Bank Payment Count:					5

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000439	Toss	5723	07/22/2024	142-201-11140	\$1,650.00
142-201 Total:					\$1,650.00
Bank Total:					\$1,650.00
Bank Payment Count:					1

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000287	AT & T	7542	07/22/2024	143- -11140	\$50.42
143 Total:					\$50.42
Bank Total:					\$50.42
Bank Payment Count:					1

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001617	Homestead Restaurant, Inc.	2755	07/29/2024	141- -11140	\$880.00
41001618	Nashville State Community College	8069	07/29/2024	141- -11140	\$1,596.80
141 Total:					<u>\$2,476.80</u>
Bank Total:					<u>\$2,476.80</u>
Bank Payment Count:					2

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Cafeteria	143					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
43000288	Centerville Elementary Cafeteria	1280	07/29/2024	143- -11140		\$20.00
43000289	Centerville Intermediate School Cafeteria	1293	07/29/2024	143- -11140		\$20.00
43000290	East Hickman Elementary School Cafeteria	2197	07/29/2024	143- -11140		\$20.00
43000291	East Hickman High School Cafeteria	2177	07/29/2024	143- -11140		\$375.00
43000292	East Hickman Intermediate School Cafeteria	2216	07/29/2024	143- -11140		\$20.00
43000293	East Hickman Middle School Cafeteria	2218	07/29/2024	143- -11140		\$50.00
43000294	Hickman Co High School Cafeteria	2747	07/29/2024	143- -11140		\$375.00
43000295	Hickman Co Middle School	2788	07/29/2024	143- -11140		\$50.00
43000296	Hickman County Trustee	2937	07/29/2024	143- -11140		\$4,305.29
43000297	Mi Cosina Mexican Restaurant	6216	07/29/2024	143- -11140		\$359.60
43000298	Snappy's Pizza	5003	07/29/2024	143- -11140		\$235.90
143 Total:						\$5,830.79
Bank Total:						\$5,830.79
Bank Payment Count:						11

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>		<u>Bank Number</u>				<u>Amount</u>
General Purpose		141				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
41001619	Prueitt, Jo Anna	8440	07/30/2024	141- -11140		\$37.15
41001620	ASMS, LLC	646	07/30/2024	141- -11140		\$750.00
41001621	AT & T	7542	07/30/2024	141- -11140		\$559.84
41001622	Bluegrass Computer Systems,LLC	1030	07/30/2024	141- -11140		\$25,000.00
41001623	Morgan, Candice C.	8441	07/30/2024	141- -11140		\$37.15
41001624	Cahoon Linda	1366	07/30/2024	141- -11140		\$37.15
41001625	Campbell, Logan	8056	07/30/2024	141- -11140		\$527.50
41001626	County Of Hickman Misc Acct	1633	07/30/2024	141- -11140		\$8,753.59
41001627	Deal, David	44	07/30/2024	141- -11140		\$125.00
41001628	ESGI, LLC	2261	07/30/2024	141- -11140		\$932.00
41001629	Evans, Meghan	987	07/30/2024	141- -11140		\$37.15
41001630	Ferrellgas	7446	07/30/2024	141- -11140		\$714.60
41001631	McKnight, Colyn H.	8445	07/30/2024	141- -11140		\$37.15
41001632	Hickman County Trustee	2937	07/30/2024	141- -11140		\$67,189.27
41001633	Istre, Eric	3185	07/30/2024	141- -11140		\$209.50
41001634	Lumen/Centurylink	4577	07/30/2024	141- -11140		\$140.68
41001635	Lynch Bill	3513	07/30/2024	141- -11140		\$65.00
41001636	Love, Laura M.	8442	07/30/2024	141- -11140		\$37.15
41001637	Mays, James	4065	07/30/2024	141- -11140		\$125.00
41001638	Mccutchen, Floy Ann	3955	07/30/2024	141- -11140		\$150.00
41001639	Mobile Communications America, Inc.	7213	07/30/2024	141- -11140		\$1,582.73
41001640	Optimus Pest Solutions	47	07/30/2024	141- -11140		\$750.00
41001641	Pace Analytical National	2230	07/30/2024	141- -11140		\$658.60
41001642	Quill, LLC	4574	07/30/2024	141- -11140		\$607.93
41001643	Huntt, Colton R.	8444	07/30/2024	141- -11140		\$37.15
41001644	Really Good Stuff, LLC	4606	07/30/2024	141- -11140		\$85.96
41001645	Republic Service, LLC #840	4739	07/30/2024	141- -11140		\$2,532.93
41001646	Bartelmy, Thomas	8439	07/30/2024	141- -11140		\$130.00
41001647	Breece, Tonia	8443	07/30/2024	141- -11140		\$37.15
41001648	Town Of Centerville	5315	07/30/2024	141- -11140		\$290.71
41001649	Water Authority Of Dickson Co.	5874	07/30/2024	141- -11140		\$1,327.68
41001650	Zonar Systems, Inc.	6102	07/30/2024	141- -11140		\$12,817.32
					141 Total:	\$126,323.04
					Bank Total:	\$126,323.04
					Bank Payment Count:	32

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000442	Hickman County Trustee	2937	07/30/2024	142-010-11140	\$3,240.85
142-010 Total:					\$3,240.85
42000440	Certiport	8093	07/30/2024	142-801-11140	\$3,894.00
142-801 Total:					\$3,894.00
42000442	Hickman County Trustee	2937	07/30/2024	142-901-11140	\$945.97
142-901 Total:					\$945.97
42000441	County Of Hickman Misc Acct	1633	07/30/2024	142-933-11140	\$200.00
42000442	Hickman County Trustee	2937	07/30/2024	142-933-11140	\$3,921.59
142-933 Total:					\$4,121.59
Bank Total:					\$12,202.41
Bank Payment Count:					3



John Mullins
 Superintendent of Schools
 115 MURPHREE AVENUE
 CENTERVILLE, TN 37033

DOUG LANE
 2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
 6419 Rice Ln., Lyles, TN 37098

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

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

CHRISTY MAYS
 450 Hwy. 50, Centerville, TN 37033

SHERRI BAKER
 9037 E 40 Rd., Bon Aqua, TN 37025

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

Memorandum

To: Board Members
 From: John Mullins
 Date: 7/31/2024
 Re: August Director's Report

Leave of Absence

Professional

Support Staff

Megan Holloway 7/29/24--10/18/24

Hiring

Professional

Emma Copley	CIS Student Support
Colyn McKnight	CES Assistant Principal
Andrew Conley	HCMS Teacher
Diana Fussell	HCMS Teacher
Mandy Mercer	HCMS Teacher
Wyatt Anderson	HCMS/HCHS Band Director
Harrison Kelly	HCHS Teacher
Marc Higdon	HCHS Assistant Principal
Cody Douchane	HCHS JTG & Baseball Coach
Dionne Yablonski	EHES Teacher
Laura Love	EHMS Teacher
Delta Carl	EHMS Teacher
Colton Huntt	EHHS Teacher & Baseball Coach
Danyelle Poff	EHHS Teacher

Support Staff

Cadie King
Emily Warren
Shayna Scoggins
Candice Morgan
Jaime Clavey-Capps
Amanda Mayberry
Cailey Ivey
Madelyn Owens

CES Assistant – Grow Your Own
CES Assistant – Grow Your Own
EHMS Assistant – Grow Your Own
CES Assistant
EHES Assistant
HCMS Assistant
EHMS Interim Assistant
EHES Student Support

Resignation

Professional

Dray Mercer
Ronnie Brewer

HCHS Teacher
HCHS Principal

Support Staff

Sarah Eisenhuth

HCMS Assistant

Retirement

Professional

Support Staff

Charles McCaleb

Bus Driver

Transfers

Professional

Ron Puckett

HCMS Assistant Principal to
HCMS Teacher

Support Staff

Appointment

Professional

Zach Bentley
Robyn Emerson

HCMS Assistant Principal
HCHS Principal

Support Staff

Open Positons

Bus Drivers
Sp Ed Teachers
ESL Teacher

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

Hickman County Finance
 Summary Financial Statement
 June 2024

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,974,879.00	(3,137,972.03)	105.48%	247,906.58	(12,344.49)	4.98%
40120	Trustee's Collections - Prior Year	65,000.00	(83,598.93)	128.61%	5,416.67	(4,345.43)	80.22%
40125	Trustee's Collections - Bankruptcy	500.00	(139.72)	27.94%	41.67	(5.59)	13.42%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(32,233.74)	68.58%	3,916.67	(10,650.43)	271.93%
40140	Interest And Penalty	15,000.00	(14,938.19)	99.59%	1,250.00	(884.92)	70.79%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(3,119.68)	77.99%	333.33	(259.21)	77.76%
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	2,455,008.00	(3,041,870.75)	123.90%	204,584.00	(513,696.70)	251.09%
40270	Business Tax	35,000.00	(46,901.97)	134.01%	2,916.67	(10,068.41)	345.20%
41110	Marriage Licenses	1,300.00	(1,491.50)	114.73%	108.33	(266.00)	245.54%
43517	Tuition - Other	2,000.00	(2,400.00)	120.00%	166.67	0.00	0.00%
43570	Receipts From Individual Schools	30,000.00	(14,947.68)	49.83%	2,500.00	(4,640.42)	185.62%
43582	Community Service Fees - Adults	200.00	(113.34)	56.67%	16.67	(40.80)	244.80%
44120	Lease/Rentals/PPP	10,000.00	(3,455.42)	34.55%	833.33	(15.00)	1.80%
44170	Miscellaneous Refunds	30,000.00	(40,025.89)	133.42%	2,500.00	(4,944.96)	197.80%
44530	Sale Of Equipment	15,000.00	(8,747.88)	58.32%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(7,196.84)	239.89%	250.00	0.00	0.00%
44570	Contributions & Gifts	15,000.00	(20,690.54)	137.94%	1,250.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	23,886,562.00	(24,550,179.32)	102.78%	1,990,546.83	(2,418,064.39)	121.48%
46511	Basic Education Program	0.00	0.00	0.00%	0.00	0.00	0.00%
46513	TISA On-Behalf Payments	0.00	(48,805.96)	0.00%	0.00	(48,805.96)	0.00%
46515	Early Childhood Education	493,047.45	(445,022.94)	90.26%	41,087.29	(213,933.57)	520.68%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	(3,860.46)	77.21%	416.67	0.00	0.00%
46590	Other State Education Funds	602,755.34	(325,120.04)	53.94%	50,229.61	(325,060.04)	647.15%
46610	Career Ladder Program	45,000.00	(39,538.54)	87.86%	3,750.00	0.00	0.00%
46790	Other Vocational	3,000,000.00	(1,295,871.24)	43.20%	250,000.00	(890,192.85)	356.08%
46851	State Revenue Sharing -T.V.A.	230,000.00	(223,542.00)	97.19%	19,166.67	(55,885.50)	291.58%
46980	Other State Grants	124,846.74	(57,162.33)	45.79%	10,403.90	(57,162.33)	549.43%
46981	Safe Schools	0.00	(41,190.00)	0.00%	0.00	0.00	0.00%
46990	Other State Revenues	0.00	(1,132.33)	0.00%	0.00	(600.00)	0.00%
47640	Rotc Reimbursement	70,000.00	(62,623.94)	89.46%	5,833.33	(10,675.24)	183.00%
48990	Other	301,701.42	(236,680.87)	78.45%	25,141.79	(52,419.14)	208.49%
49700	Insurance Recovery	10,000.00	(6,854.87)	68.55%	833.33	0.00	0.00%
49800	Transfers In	25,000.00	(18,571.05)	74.28%	2,083.33	(10,000.00)	480.00%
	Total Revenues	34,559,799.95	(33,821,999.99)	97.87%	2,879,983.33	(4,644,961.38)	161.28%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Expenditures							
71100	Regular Instruction Program	(16,609,779.55)	14,798,605.44	89.10%	(1,384,148.30)	507,500.42	36.67%
71150	Alternative Instruction Program	(288,810.00)	197,934.93	68.53%	(24,067.50)	52,853.20	219.60%
71200	Special Education Program	(3,796,162.45)	3,584,183.01	94.42%	(316,346.87)	1,023,804.37	323.63%
71300	Career and Technical Education	(2,981,573.50)	2,205,951.24	73.99%	(248,464.46)	276,631.41	111.34%
72110	Attendance	(189,631.00)	151,625.55	79.96%	(15,802.58)	32,913.44	208.28%
72120	Health Services	(660,690.00)	645,099.88	97.64%	(55,057.50)	165,997.66	301.50%
72130	Other Student Support	(1,155,795.85)	1,091,418.34	94.43%	(96,316.32)	384,666.42	399.38%
72210	Regular Instruction Program	(1,641,709.27)	1,513,847.69	92.21%	(136,809.11)	393,235.59	287.43%
72220	Special Education Program	(133,398.00)	118,408.88	88.76%	(11,116.50)	77,965.57	701.35%
72230	Career and Technical Education	(514,512.42)	367,792.74	71.48%	(42,876.04)	71,663.49	167.14%
72250	Technology	(451,592.00)	396,554.50	87.81%	(37,632.67)	22,713.54	60.36%
72290	Other Programs	(35,000.00)	23,647.30	67.56%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,203.00)	533,550.68	74.50%	(59,683.58)	12,310.18	20.63%
72320	Director Of Schools	(344,338.00)	320,088.04	92.96%	(28,694.83)	64,760.04	225.69%
72410	Office Of The Principal	(2,014,392.00)	1,730,995.35	85.93%	(167,866.00)	452,681.85	269.67%
72510	Fiscal Services	(50,000.00)	45,000.00	90.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,567,000.00)	2,248,825.18	87.61%	(213,916.67)	61,034.29	28.53%
72620	Maintenance Of Plant	(1,333,258.00)	925,536.78	69.42%	(111,104.83)	45,521.20	40.97%
72710	Transportation	(2,686,761.23)	2,241,036.54	83.41%	(223,896.77)	310,426.04	138.65%
72810	Central And Other	(406,863.00)	126,856.47	31.18%	(33,905.25)	60,134.50	177.36%
73100	Food Service	(74,480.53)	63,090.72	84.71%	(6,206.71)	63,090.72	1,016.49%
73300	Community Services	(125,588.15)	113,595.07	90.45%	(10,465.68)	42,298.88	404.17%
73400	Early Childhood Education	(525,088.00)	470,129.24	89.53%	(43,757.33)	156,320.82	357.24%
76100	Regular Capital Outlay	(3,102,000.00)	100,171.00	3.23%	(258,500.00)	(125,628.60)	-48.60%
	Total Expenditures	(42,404,625.95)	34,013,944.57	80.21%	(3,533,718.83)	4,152,895.03	117.52%
Total	141 General Purpose School	(7,844,826.00)	191,944.58	2.45%	(653,735.50)	(492,066.35)	-75.27%

Hickman County Finance
 Summary Financial Statement
 June 2024

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	(3,119.70)	0.00%	0.00	32,505.30	0.00%
47131	Vocational Educ - Basic Grants To	72,450.56	(72,450.49)	100.00%	6,037.55	(23,115.62)	382.86%
47141	Title 1 Grants To Local Educ Agencies	1,180,188.30	(949,302.32)	80.44%	98,349.03	(185,574.94)	188.69%
47143	Special Education - Grants To States	1,164,691.24	(979,395.32)	84.09%	97,057.60	(223,799.00)	230.58%
47145	Special Education Preschool Grants	45,797.98	(25,142.90)	54.90%	3,816.50	(7,786.00)	204.01%
47146	English Language Acquisition Grants	0.00	0.00	0.00%	0.00	97,104.00	0.00%
47147	Safe And Drug-Free Schools-St Grants	222,822.89	(116,571.40)	52.32%	18,568.57	(117,171.39)	631.02%
47148	Rural Education	219,820.70	(102,235.99)	46.51%	18,318.39	(13,515.23)	73.78%
47189	Eisenhower Prof Development State	166,954.93	(101,515.42)	60.80%	13,912.91	(25,374.89)	182.38%
47307	COVID-19 Grant B	1,041,785.69	(1,041,785.69)	100.00%	86,815.47	(71,250.00)	82.07%
47309	COVID-19 Grant D	123,000.00	(99,848.09)	81.18%	10,250.00	(47,666.50)	465.04%
47401	American Rescue Plan Act Grant #1	6,054,865.08	(4,496,384.13)	74.26%	504,572.09	(1,023,487.61)	202.84%
47402	American Rescue Plan Act Grant #2	15,017.59	(14,329.99)	95.42%	1,251.47	0.00	0.00%
47403	American Rescue Plan Act Grant #3	276.39	0.00	0.00%	23.03	0.00	0.00%
47404	American Rescue Plan Act Grant #4	18,417.96	(4,997.85)	27.14%	1,534.83	0.00	0.00%
47590	Other Federal Through State	321,295.29	(277,437.93)	86.35%	26,774.61	(79,238.67)	295.95%
Total	Revenues	10,647,384.60	(8,284,517.22)	77.81%	887,282.05	(1,688,370.55)	190.29%
Expenditures							
71100	Regular Instruction Program	(3,024,569.25)	1,972,076.07	65.20%	(252,047.44)	310,211.64	123.08%
71150	Alternative Instruction Program	(35,524.50)	31,660.51	89.12%	(2,960.38)	0.00	0.00%
71200	Special Education Program	(978,761.84)	743,782.14	75.99%	(81,563.49)	161,408.87	197.89%
71300	Career and Technical Education	(49,191.75)	49,191.65	100.00%	(4,099.31)	6,617.92	161.44%
72110	Attendance	(18,971.00)	15,216.36	80.21%	(1,580.92)	1,400.00	88.56%
72120	Health Services	(12,841.50)	11,056.56	86.10%	(1,070.13)	11,056.56	1,033.20%
72130	Other Student Support	(458,852.38)	357,449.36	77.90%	(38,237.70)	33,193.02	86.81%
72210	Regular Instruction Program	(1,550,057.23)	1,129,786.31	72.89%	(129,171.44)	284,952.01	220.60%
72220	Special Education Program	(407,002.73)	343,860.43	84.49%	(33,916.89)	68,856.76	203.02%
72230	Career and Technical Education	(2,797.26)	2,797.26	100.00%	(233.11)	2,797.26	1,200.00%
72250	Technology	(207,090.00)	72,866.05	35.19%	(17,257.50)	17,016.23	98.60%
72410	Office Of The Principal	(3,500.00)	0.00	0.00%	(291.67)	0.00	0.00%
72610	Operation Of Plant	(595,027.75)	517,236.75	86.93%	(49,585.65)	35,200.00	70.99%
72710	Transportation	(28,000.00)	14,531.20	51.90%	(2,333.33)	2,031.44	87.06%
73100	Food Service	0.00	0.00	0.00%	0.00	0.00	0.00%
76100	Regular Capital Outlay	(3,255,909.07)	3,001,315.82	92.18%	(271,325.76)	149,822.40	55.22%
99100	Transfers Out	(19,288.34)	18,571.05	96.28%	(1,607.36)	10,000.00	622.14%
Total	Expenditures	(10,647,384.60)	8,281,397.52	77.78%	(887,282.05)	1,094,564.11	123.36%

Template Name: LGC Summary
Created by: LGC

Hickman County Finance
Summary Financial Statement
June 2024

User:
Date/Time:

Michael Elkins
7/31/2024 1:19 PM
Page 4 of 5

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Total 142	School Federal Projects	0.00	(3,119.70)	100.00%	0.00	(593,806.44)	0.00%

Hickman County Finance
 Summary Financial Statement
 June 2024

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	540,000.00	(151,592.77)	28.07%	45,000.00	(759.62)	1.69%
43522	Lunch Payments - Adults	75,000.00	(23,836.19)	31.78%	6,250.00	0.00	0.00%
43523	Income From Breakfast	85,000.00	(44,357.50)	52.19%	7,083.33	0.00	0.00%
43525	A La Carte Sales	175,000.00	(219,257.79)	125.29%	14,583.33	43.10	-0.30%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(1,711.30)	171.13%	83.33	(58.54)	70.25%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
44530	Sale Of Equipment	0.00	(161.04)	0.00%	0.00	0.00	0.00%
46520	School Food Service	0.00	(15,618.57)	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,035,000.00	(1,283,276.25)	123.99%	86,250.00	(36,292.05)	42.08%
47112	USDA - Commodities	0.00	(131,234.21)	0.00%	0.00	(131,234.21)	0.00%
47113	Breakfast	540,000.00	(484,802.10)	89.78%	45,000.00	(20,584.20)	45.74%
47114	USDA - Other	112,415.29	(91,300.67)	81.22%	9,367.94	0.00	0.00%
47115	USDA Food Service Equipment Grant -	0.00	(19,200.00)	0.00%	0.00	0.00	0.00%
	Total Revenues	2,563,415.29	(2,466,348.39)	96.21%	213,617.94	(188,885.52)	88.42%
Expenditures							
73100	Food Service	(2,975,939.29)	2,671,125.13	89.76%	(247,994.94)	(22,074.71)	-8.90%
	Total Expenditures	(2,975,939.29)	2,671,125.13	89.76%	(247,994.94)	(22,074.71)	-8.90%
Total	143 Central Cafeteria	(412,524.00)	204,776.74	49.64%	(34,377.00)	(210,960.23)	-613.67%

Hickman County Finance
 Summary Financial Statement
 July 2024

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	3,032,648.00	0.00	0.00%	252,720.67	0.00	0.00%
40120	Trustee's Collections - Prior Year	65,000.00	0.00	0.00%	5,416.67	0.00	0.00%
40125	Trustee's Collections - Bankruptcy	500.00	0.00	0.00%	41.67	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	7,943.76	-16.90%	3,916.67	7,943.76	-202.82%
40140	Interest And Penalty	15,000.00	192.99	-1.29%	1,250.00	192.99	-15.44%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	0.00	0.00%	333.33	0.00	0.00%
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	2,535,177.00	252,885.48	-9.98%	211,264.75	252,885.48	-119.70%
40270	Business Tax	35,000.00	3,042.37	-8.69%	2,916.67	3,042.37	-104.31%
41110	Marriage Licenses	1,300.00	114.00	-8.77%	108.33	114.00	-105.23%
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	35.00	-17.50%	16.67	35.00	-210.00%
44120	Lease/Rentals/PPP	10,000.00	0.00	0.00%	833.33	0.00	0.00%
44170	Miscellaneous Refunds	30,000.00	168,176.00	-560.59%	2,500.00	168,176.00	-6,727.04%
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	0.00	0.00%	1,250.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00%	2,916.67	0.00	0.00%
46510	Tennessee Investment in Student	24,228,618.00	591,080.69	-2.44%	2,019,051.50	591,080.69	-29.28%
46515	Early Childhood Education	490,275.00	182,055.23	-37.13%	40,856.25	182,055.23	-445.60%
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%
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.	230,000.00	0.00	0.00%	19,166.67	0.00	0.00%
46980	Other State Grants	124,847.00	0.00	0.00%	10,403.92	0.00	0.00%
46990	Other State Revenues	258,804.00	0.00	0.00%	21,567.00	0.00	0.00%
47640	Rotc Reimbursement	70,000.00	0.00	0.00%	5,833.33	0.00	0.00%
48990	Other	161,000.00	0.00	0.00%	13,416.67	0.00	0.00%
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%
	Total Revenues	31,790,369.00	1,205,525.52	-3.79%	2,649,197.42	1,205,525.52	-45.51%
Expenditures							
71100	Regular Instruction Program	(16,193,159.00)	21,463.77	0.13%	(1,349,429.92)	21,463.77	1.59%
71150	Alternative Instruction Program	(297,165.00)	0.00	0.00%	(24,763.75)	0.00	0.00%
71200	Special Education Program	(3,873,641.00)	0.00	0.00%	(322,803.42)	0.00	0.00%
71300	Career and Technical Education	(1,840,162.00)	16,558.33	0.90%	(153,346.83)	16,558.33	10.80%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72110	Attendance	(221,255.00)	12,969.23	5.86%	(18,437.92)	12,969.23	70.34%
72120	Health Services	(850,892.00)	9,191.24	1.08%	(70,907.67)	9,191.24	12.96%
72130	Other Student Support	(1,248,128.00)	18,315.48	1.47%	(104,010.67)	18,315.48	17.61%
72210	Regular Instruction Program	(1,558,117.00)	23,309.99	1.50%	(129,843.08)	23,309.99	17.95%
72220	Special Education Program	(312,981.00)	8,847.34	2.83%	(26,081.75)	8,847.34	33.92%
72230	Career and Technical Education	(231,125.00)	12,182.39	5.27%	(19,260.42)	12,182.39	63.25%
72250	Technology	(463,782.00)	138,223.91	29.80%	(38,648.50)	138,223.91	357.64%
72290	Other Programs	(35,000.00)	0.00	0.00%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,803.00)	315,293.70	43.99%	(59,733.58)	315,293.70	527.83%
72320	Director Of Schools	(330,801.00)	24,302.97	7.35%	(27,566.75)	24,302.97	88.16%
72410	Office Of The Principal	(2,090,218.00)	98,244.63	4.70%	(174,184.83)	98,244.63	56.40%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,681,750.00)	349,516.24	13.03%	(223,479.17)	349,516.24	156.40%
72620	Maintenance Of Plant	(1,360,002.00)	117,708.23	8.66%	(113,333.50)	117,708.23	103.86%
72710	Transportation	(2,236,715.00)	147,150.10	6.58%	(186,392.92)	147,150.10	78.95%
72810	Central And Other	(180,383.00)	5,696.12	3.16%	(15,031.92)	5,696.12	37.89%
73100	Food Service	(44,809.00)	0.00	0.00%	(3,734.08)	0.00	0.00%
73300	Community Services	(115,277.00)	0.00	0.00%	(9,606.42)	0.00	0.00%
73400	Early Childhood Education	(519,555.00)	10,149.31	1.95%	(43,296.25)	10,149.31	23.44%
76100	Regular Capital Outlay	(1,668,254.00)	37,427.00	2.24%	(139,021.17)	37,427.00	26.92%
	Total Expenditures	(39,119,974.00)	1,366,549.98	3.49%	(3,259,997.83)	1,366,549.98	41.92%
Total	141 General Purpose School	(7,329,605.00)	2,572,075.50	35.09%	(610,800.42)	2,572,075.50	421.10%

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
47131	Vocational Educ - Basic Grants To	72,450.56	0.00	0.00%	6,037.55	0.00	0.00%
47141	Title 1 Grants To Local Educ Agencies	1,081,585.46	250.00	-0.02%	90,132.12	250.00	-0.28%
47143	Special Education - Grants To States	915,587.00	0.00	0.00%	76,298.92	0.00	0.00%
47145	Special Education Preschool Grants	28,633.00	6,042.79	-21.10%	2,386.08	6,042.79	-253.25%
47146	English Language Acquisition Grants	76,188.08	20,067.39	-26.34%	6,349.01	20,067.39	-316.07%
47189	Eisenhower Prof Development State	136,933.49	25,374.89	-18.53%	11,411.12	25,374.89	-222.37%
Total Revenues		2,311,377.59	51,735.07	-2.24%	192,614.80	51,735.07	-26.86%
Expenditures							
71100	Regular Instruction Program	(791,991.23)	64,445.00	8.14%	(65,999.27)	64,445.00	97.65%
71200	Special Education Program	(599,507.07)	0.00	0.00%	(49,958.92)	0.00	0.00%
71300	Career and Technical Education	(46,299.26)	3,894.00	8.41%	(3,858.27)	3,894.00	100.93%
72130	Other Student Support	(40,026.63)	0.00	0.00%	(3,335.55)	0.00	0.00%
72210	Regular Instruction Program	(472,689.17)	30,290.60	6.41%	(39,390.76)	30,290.60	76.90%
72220	Special Education Program	(344,712.92)	4,042.98	1.17%	(28,726.08)	4,042.98	14.07%
72230	Career and Technical Education	(3,251.30)	0.00	0.00%	(270.94)	0.00	0.00%
72250	Technology	(4,000.00)	130,389.77	3,259.74%	(333.33)	130,389.77	39,116.93%
72410	Office Of The Principal	(3,500.00)	0.00	0.00%	(291.67)	0.00	0.00%
72710	Transportation	(5,400.01)	0.00	0.00%	(450.00)	0.00	0.00%
Total Expenditures		(2,311,377.59)	233,062.35	10.08%	(192,614.80)	233,062.35	121.00%
Total	142 School Federal Projects	0.00	284,797.42	100.00%	0.00	284,797.42	0.00%

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43522	Lunch Payments - Adults	28,498.00	0.00	0.00%	2,374.83	0.00	0.00%
43523	Income From Breakfast	2,969.00	0.00	0.00%	247.42	0.00	0.00%
43525	A La Carte Sales	225,000.00	0.00	0.00%	18,750.00	0.00	0.00%
44110	Investment Income	1,000.00	29.07	-2.91%	83.33	29.07	-34.88%
47111	USDA School Lunch Program	1,700,000.00	0.00	0.00%	141,666.67	0.00	0.00%
47113	Breakfast	750,000.00	0.00	0.00%	62,500.00	0.00	0.00%
	Total Revenues	2,707,467.00	29.07	0.00%	225,622.25	29.07	-0.01%
Expenditures							
73100	Food Service	(3,248,963.00)	502,466.81	15.47%	(270,746.92)	502,466.81	185.59%
	Total Expenditures	(3,248,963.00)	502,466.81	15.47%	(270,746.92)	502,466.81	185.59%
Total	143 Central Cafeteria	(541,496.00)	502,495.88	92.80%	(45,124.67)	502,495.88	1,113.

HCBOE ESSER Report August 2024

Allocation Summary

	Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 1.0	\$879,730.25	June 30, 2022	\$879,730.25	\$0.00
ESSER 2.0	\$3,497,160.67	September 30, 2023	\$3,497,160.67	\$0.00
ESSER 3.0	\$7,897,567.75	September 30, 2024	\$6,347,401.50	\$1,550,166.25
Total:	\$11,394,728.42		\$9,844,562.17	\$1,550,166.25

ESSER Recent Developments

Mastery Connect for FY25

ESSER Next Steps

ESSER Personnel Funding

Location	Position	Filled
Central Office	Tutoring Supervisor/Instructional Coach	Yes
Central Office	ESSER Manager	Yes (through Sept 2024)
District	Technology Specialist	Yes
CES CIS EES EIS	Tier 1 Instructor/Intervention 4	Yes 3.5 (1 PT)
CIS EHIS	STEM Teacher 2	Yes 2
Alt School	PT Alt School Tutor	Yes
Middle Schools	PT SpEd Tutors 2	Yes 1
All Schools	Part-time Spec. Ed. Assistants 8	Yes 5
High Schools	Math and Language Tutors 3	Yes 2
District	Summer Nurses 2	
District	Summer Social Workers 3	
District	Summer Teachers 39 and assistants 23	



Hickman County Schools Board Agenda Item Request

Date:

7/15/2024

Name of School:

HEHS JROTC

Item Request:

Information Brief

Explanation:

HEHS JROTC request permission to brief the programs report card to the Army and the results of the program's inspection conducted by Cadet Command.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

[Signature] 1st Lt, USA

Signature of Building Principal:

[Signature]



Hickman County Schools Board Agenda Item Request

Date: 7/15/2024

Name of School: HCHS (JWOTC)

Item Request: Out-of-State Overnight Trip

Explanation:

HCHS JWOTC request permission to attend
Kaiser Nationals in Molena, GA on 1-3 Nov 2024.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Shirley G. Hill, USA

Signature of Building Principal:

Robyn Emerson



Hickman County Schools Board Agenda Item Request

Date: 7/15/2024

Name of School: HCHS (JMOFC)

Item Request: Event Request

Explanation:

JMOFC (HCHS) Request permission to host a
Reader Competition on September 14, 2024 at
HCHS.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Nancy Scott Kelly ISL, USA

Signature of Building Principal:

Robin Crenshaw

Hickman County Board of Education

Budget Amendment No. 3

Federal Programs (Fund 142)

August 5, 2024

Account	Description	Debit	Credit	Justification
72130 - 499 - - 401	Other Supplies and Materials		500.00	To bring Title IV into agreement with approved ePlan budget
72210 - 137 - - 401	Educational Media Personnel	\$ 53,100.00		
72210 - 189 - - 401	Other Salaries & Wages		15,000.00	
72210 - 499 - - 401	Other Supplies and Materials		8,800.00	
72210 - 524 - - 401	Inservice		28,800.00	
71300 - 730 - - 801	Vocational Instruction Equip	\$ 9,033.76		To bring CTE Perkins into agreement with approved ePlan budget
71300 - 429 - - 801	Instructional Supplies		5,258.20	
71300 - 429 - C - 801	Instructional Supplies		3,600.00	
47131 - - - 801	Revenue		175.56	
		\$ 62,133.76	\$ 62,133.76	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education
Budget Amendment No. 4
General Purpose (Fund 141)
August 5, 2024

Account	Description	Debit	Credit	Justification
73300 - 189	Other Salaries & Wages	68,886.00		To budget Family Resource personnel expenditures into location Cost Center
73300 - 189 - FRC	Other Salaries & Wages		38,364.00	
73300 - 189 - FRE	Other Salaries & Wages		30,522.00	
73300 - 201	Social Security	5,269.78		
73300 - 201 - FRC	Social Security		2,934.85	
73300 - 201 - FRE	Social Security		2,334.93	
72410 - 399	Other Contracted Svc	92,000.00		To budget for Contracted Services (ie: copier contracts) for each school
72410 - 399 - CES	Other Contracted Svc		11,500.00	
72410 - 399 - CIS	Other Contracted Svc		11,500.00	
72410 - 399 - EHIS	Other Contracted Svc		11,500.00	
72410 - 399 - EHES	Other Contracted Svc		11,500.00	
72410 - 399 - EHMS	Other Contracted Svc		11,500.00	
72410 - 399 - EHHS	Other Contracted Svc		11,500.00	
72410 - 399 - HCMS	Other Contracted Svc		11,500.00	
72410 - 399 - HCHS	Other Contracted Svc		11,500.00	
		\$ 166,155.78	\$ 166,155.78	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education
Budget Amendment No.5
General Purpose (Fund 141)
August 5, 2024

Account	Description	Debit	Credit	Justification
39900 - 72810 - 599 - MBB	Fund Balance Other Charges (MBB)	143,145.90	143,145.90	To budget carryover funds from private donation in FY 22
		\$ 143,145.90	\$ 143,145.90	



Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: August 2024

The following policies are up for ~~1st~~^{2nd} reading with proposed changes due to changes in the law. TSBA sent model policies that were used to update our current policies. Additions are in yellow and deletions have been struck through.

2nd Reading:

Policy 1.501 - Visitors to the Schools

Public Chapter 810 requires Boards to adopt a code of conduct for each school in the district. This code must be placed where visitors can see it and must also contain the name and the board of professional responsibility number of the attorney who reviewed it.

Policy 1.800 - School Calendar

A recent change to state law may require some districts to close on the day of the presidential election primary.

Policy 2.403 - Surplus Property Sales

Previously, legal notices were required to be placed in newspapers. Under a new change to state law, these notices are also required to be placed online on a "news and information website."

Policy 2.806 - Bids and Quotations

Several changes to state law impact policies on bids and quotations. In addition to the legal requirement to post the information online, as described above, the bidding threshold has been changed, and there is a new exemption from competitive bidding. Public Chapter 513 removes the \$10,000 threshold and standardizes bidding thresholds at \$25,000 or \$50,000 for Boards that do not follow the procedures of their local funding body. Please note, that the \$50,000 is available to Boards with a centralized purchasing authority and the \$25,000 applies if there is no centralized purchasing. Additionally, Public Chapter 661 exempts bulk fuel purchases that exceed bidding limits from bidding requirements.

Policy 3.202 - Emergency Preparedness Plan

Public Chapter 563 requires districts to develop procedures on how staff will determine the cause of fire alarm activation including the potential for an active shooter event. TSBA has included a provision on this requirement in their model policy and will include a model template in their upcoming administrative procedure update. As the contents of the procedure will differ across

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districts, TSBA recommends working with local law enforcement and the local fire department to develop the specifics of individual procedures. This new law will also require updates to the district's safety plan.

Policy 3.205 - Security

A new state law, Public Chapter 882, requires that principals immediately report certain types of assaults and certain acts of vandalism to the Director of Schools and local law enforcement.

Policy 3.400 - Student Transportation Management

A change from the 2023 legislative session, Public Chapter 122, goes into effect July 1, 2024. This new state law requires Boards to issue certificates to bus drivers. These certificates may be revoked if the bus driver is no longer fit to operate a school bus. In addition, Public Chapter 548 requires notices to be posted on buses stating that only authorized individuals may enter.

Policy 4.201 - Class Size Ratios

Public Chapter 712 modifies class size requirements to allow greater flexibility in Career and Technical Education class sizes for grades 6-8.

Policy 4.213 - Family Life Curriculum

Several changes to state law impact instruction with the family life curriculum. Public Chapter 571 requires that information on internet crimes against children be incorporated into this instruction and that the name of the instructor be reported to the Department of Children's Services. Separately, Public Chapter 795 requires that the family life curriculum that covers human growth, human development, or human sexuality, include a video of fetal development. Finally, Public Chapter 970 prohibits instruction on topics related to sexual activity for students in grades K-5.

Policy 4.214 - Use of Artificial Intelligence Programs

Public Chapter 550 requires all Boards to adopt a policy on the use of artificial intelligence for instructional and assignment purposes. This is a new model policy that covers this topic. As this is an emerging area of technology, TSBA recommends working closely with district staff to ensure implementation aligns with board policy. More updates to this policy may be forthcoming as this area of law and technology develops.

Policy 4.301 - Interscholastic Athletics

Per a new state law, Public Chapter 639, home school students will be able to participate in interscholastic athletics in schools that are not members with TSSAA or TMSAA. Essentially, this will allow home-school student participation in all sports.

Policy 4.403 - Library Materials

Public Chapter 782 revises the "Age Appropriate Materials Act of 2022". These changes to state law establish standards for immediate removal of material if it contains content defined in TCA 39-17-901 (i.e., nudity, sexual excitement, sexual conduct, excess violence, sadomasochistic abuse, material that is patently offensive or appeals to the prurient interest). Additionally, if the Board does not take action on feedback within sixty days, the student, parent/guardian, or employee who submitted the feedback may appeal to the State Textbook and Instructional Materials Quality Commission to evaluate the material.

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Policy 4.600 - Grading System

A recent change to State Board of Education regulations revises the percentage points for Dual Enrollment courses from 4% to 5% for the purpose of calculating semester average grades beginning in the 2024-2025 school year.

Policy 4.603 - Promotion and Retention

Two new state laws make further changes to promotion and retention. Public Chapter 829 allows parents/guardians to voluntarily retain their students in grades K-2 if the student has a documented academic or behavior delay and the parent/guardian believes retention may benefit the student.

Additionally, Public Chapter 989 creates a new promotion pathway to the 5th grade for students facing possible retention in the 4th grade. Under the new law, when certain students do not meet adequate growth on the ELA portion of the 4th grade TCAP test, a committee including the student's parent/guardian, ELA teacher, and principal will convene to determine whether the student will be promoted or retained. Each category of participants in the committee may make a recommendation to promote or retain the student. For example, if two parents attend the committee meeting, they still only get to contribute 1 of the 3 total recommendations. If at least 2 of the 3 committee members agree that the student is ready for the 5th grade, then that student may be promoted, provided they participate in mandatory tutoring for the entirety of their 5th grade year.

Policy 5.307 - Physical Assault Leave

Previously, per state law, physical assault leave was only available to teachers. Public Chapter 839 expands this type of leave to include any employee who is absent from assigned duties as a result of physical assault or other violent criminal acts committed in the course of their employment duties. Included is a notice requirement per Public Chapter 915.

Policy 5.701 - Substitute Teachers

Public Chapter 735 requires that substitute teachers receive annual school safety training.

Policy 5.802 - Qualifications and Duties of the Director of Schools

State law now requires the Director of Schools to report additional educator information to the State Board of Education. Public Chapter 577 requires that a report be made if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction.

Policy 6.203 - School Admissions & Policy 6.318 - Admission of Suspended or Expelled Students

While state law already requires parents/guardians to provide information to the school district if their student has been adjudicated delinquent for certain offenses, Public Chapter 721 clarifies that principals may specifically request this information from parents/guardians.

Policy 6.300 - Code of Conduct (This is Hickman County's 6.313)

Public Chapter 882 requires that assaults on school property be immediately reported to local law enforcement and the Director of Schools. TSBA has modified the language in Tier IV to reflect this requirement. Additionally, Public Chapter 915 creates a separate category of assault for school discipline purposes (i.e., it is distinct from aggravated assault or assault that results in bodily injury).

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Based on this change to state law, TSBA has revised the list of offenses to clarify this distinct offense.

Policy 6.309 - Zero Tolerance Offenses

Public Chapter 882 modifies the current list of zero-tolerance offenses in state law. Now, a threat assessment team will determine whether a threat of mass violence is valid before the offense can be classified as zero tolerance.

Policy 6.316 - Suspension

TSBA has also modified policy 6.316 to specify that invalid threats of mass violence (i.e., those determined by the threat assessment team to not be valid) can result in suspension. Additionally, Public Chapter 915 states if a student assaults an employee, the student can be suspended from attendance at school-sponsored activities for one year. As this new law does not define the term "school-sponsored event", TSBA has included a suggested definition.

Policy 6.4052 - Opioid Antagonist

Public Chapter 629 requires that opioid antagonists be stored in accordance with the manufacturer's instructions and states that school district staff may not prohibit individuals from possessing an opioid antagonist on school property or at off-campus school events.

Policy 6.409 - Reporting Child Abuse

Per Public Chapter 571, districts are required to report the names of the Child Abuse Coordinator and the Alternate Child Abuse Coordinator to the Department of Children's Services.

Informational Items

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

Public Chapter 681 - Serving Whole Milk

This law allows Boards to adopt policies to offer whole milk options in bulk milk dispensers. Providing this would be separate from the reimbursable federal grant process, however, TSBA wanted to let you know about this option.

Public Chapter 801 - Employee Concealed Carry Law

Employees may be permitted to carry concealed firearms on school property if very specific conditions are met per this new state law (e.g., an enhanced handgun carry permit, psychological evaluation, annual training, permission from certain individuals). These changes to state law place the decision-making authority with the chief of the local law enforcement agency, the principal, and the Director of Schools. If the district would like to utilize this option, TSBA recommends speaking with the board attorney and the district's insurer.

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Public Chapter 832 - Reporting Gender Identity Accommodations

A change to state law requires an employee to provide information to parents regarding any requests for gender identity accommodations by their student. We recommend informing employees of these legal obligations.

Public Chapter 1005 - A Clean-Up Bill

Public Chapter 1005 is a general clean-up bill to education statutes that makes several changes and contains a revision that may impact grading policies. This change to TCA 49-6-407 prevents school boards from creating a local grading policy or procedure that establishes a minimum grade above zero.

Public Chapter 1061 - Families' Rights and Responsibilities Act

This Public Chapter clarifies specific rights for parents and guardians. Of note, the new statutes require parent/guardian consent prior to an audio or video recording of a student with a few exceptions. As this could be relevant in recorded disciplinary proceedings, TSBA wanted to let you know. These legal changes also require consent prior to administering medical treatment. While there are some exceptions, TSBA recommends getting prior consent from parents/guardians to ensure district staff can assist students with minor medical situations (e.g., providing a Band-Aid, ice packs).

State Board of Education Policy 3.103 - Graduation Substitutions

The State Board of Education recently updated its policy on graduation credit substitutions to clarify that students may substitute one full-credit course for two half-credit courses.

4.602- Class Ranking- Changes in red proposed by V. Willis

Up for Review:

- 4.400 Instructional Materials
- 4.401 Textbooks
- 4.402 Reconsideration of Instructional Materials and Textbooks
- 4.404 Use of Copyrighted Materials
- 4.406 Use of the Internet
- 4.407 Web Pages

Thank you for your careful consideration of these policies.

931-729-3391 ext. 2226

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Hickman County Board of Education

Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 11/06/23
	Rescinds: 1.501	Issued: 09/19/23

1 Except on occasions, such as school programs, athletic events, open house and similar public events;
2 all visitors will report to the school office when entering the school and will sign a log book, present
3 their ID and be ran through the Raptor System. (Parents and/or Guardians will be notified about the
4 Raptor System each new school year by way of student packets and/or handbooks. Signs will be posted
5 outside of each school notifying visitors of the Raptor System.) Authorization to visit elsewhere in the
6 building or on the school campus will be determined by the principal or designee. Guest passes shall
7 be issued for all persons other than students and employees of the school.¹

8 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter
9 onto the grounds or into the school buildings during the hours of student instruction except students
10 assigned to that school, the staff of the school, parents of students, and other persons with lawful and
11 valid business on the school premises.²

12 VISITOR CONDUCT

13 Persons who come onto school property shall be under the jurisdiction of the site
14 administrator/designee. Individuals who come onto school property or who contact employees on
15 school or district business are expected to behave accordingly. The Director of Schools shall develop a
16 visitor code of conduct to be presented to the board attorney, and then, approved by the Board.³ This
17 code shall prohibit the following:

- 18 1. Cursing and use of obscenities;
- 19 2. Disrupting or threatening to disrupt school or office operations;
- 20 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 21 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 22 5. Physical attacks intended to harm an individual or substantially damage property.

23 The visitor code of conduct shall be posted on the district's website as well as the school's website,
24 and copies of the code shall be provided to all teachers, counselors, administrative staff, and other
25 school employees. In addition, each school entrance shall have the visitor code of conduct posted
26 prominently along with the phone number of someone in the school's administration who can answer
27 questions about the code.

28 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
29 with the phone number of someone in the school's administration who can answer questions about the

1 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood
2 the code of conduct.

3 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

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

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

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

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

Cross References

- Section 504/ADA Grievance Procedures 1.802
- Vendor Relations 2.809
- Security 3.205
- Care of School Property 6.311
- Board Community Relations 1.500
- Safety 3.205
- School Volunteers 4.501
- Care of School Property 6.311

Hickman County Board of Education			
	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 12/04/23
		Rescinds: 1.800	Issued: 12/07/21

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be
4 revised by the Board, upon recommendation of the director of schools, due to inclement weather or
5 other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certificated personnel; and
- 11 • Four (4) discretionary days.
- 12 • Closed for the general and/or primary elections²

13 Extended contracts shall include twenty (20) days for each additional month employed.

14 The director of schools shall plan each year's program accounting for a 200-day year and shall
15 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
16 opening of the school term.

17 **STUDENT ATTENDANCE DAYS**

18 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
19 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
20 by the State Department of Education.

21 **IN-SERVICE EDUCATION**

22 Each day of in-service education included in the school calendar shall be equivalent to not less than six
23 (6) hours of planned activities.²

24 **DISCRETIONARY DAYS**

25 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
26 student attendance days, in-service days or administrative days, which may be used by administrators,
27 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
28 parent-teacher conferences and other classroom functions.¹

29 Discretionary days shall be designated annually by the Board.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. Pubic Acts of 2024, Chapter No. 573
3. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Hickman County Board of Education

Descriptor Term:

Surplus Property Sales

Descriptor Code:
2.403

Issued Date:
04/08/24

Rescinds:
2.403

Issued:
02/05/24

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall
2 contain the following information: name of item, date of purchase, and reason for disposal (vehicles
3 will list VIN and mileage).

4 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
5 circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and
6 information website in accordance with state law.³ The sales will occur via online auction in
7 accordance with state law.²

8 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
9 disposed of without the necessity of bids. In order for such disposal without bids, the Director of
10 Schools and the Board Chair shall agree in written form that the property is of no value or is of less
11 value than five hundred dollars (\$500).³

12 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district,
the Board shall approve other methods of disposal.⁴

14 Surplus equipment will be auctioned off (i.e. Gov.planet) by the district whenever it becomes
15 available. The Board shall approve all surplus equipment prior to disposal. Buses will be stored in a
16 secured location until they are sold.

17 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁵**

18 When equipment that was purchased with federal dollars is no longer needed for the original project or
19 program or for other activities currently or previously supported by a federal agency, disposition of the
20 equipment shall be made as follows:

- 21 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
22 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
23
- 24 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
25 retained or sold, and the awarding agency shall have a right to an amount calculated by
26 multiplying the current market value or proceeds from sale by the awarding agency's share of
27 the equipment.
28

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)

Cross References

- Duties of Officers 1.201
Inventories 2.702

3. Public Acts of 2024, Chapter No. 793
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313

Textbooks and Instructional Materials 4,400

Hickman County School System

News and Information Website for Legal Notices

2.403.2

1 When a legal notice is required to be published in a newspaper of general circulation, whether by state
2 law or board policy, the notice shall also be published on a news and information website.

3 To be classified as a news and information website, the following criteria shall apply to the website:

- 4 1. Has a URL;
- 5
- 6 2. Has been published continuously for the previous twelve-month period;
- 7
- 8 3. Has been published using recognized standards of professional journalism;
- 9
- 10 4. Must have content revised on a regular basis not less than three (3) times per week;
- 11
- 12 5. Has a fixed title or name and date lines and complies with and abides by all copyright laws;
- 13
- 14 6. Does not serve primarily as a platform to promote the interests or opinions of a special interest
15 group, individual, or cause;
- 16
- 17 7. Is principally devoted to the dissemination of local or general news with at least fifty percent
18 (50%) of all editorial content reported being original, excluding advertisements;
- 19
- 20 8. Exists and is registered pursuant to state law with the Secretary of State;
- 21
- 22 9. Must have an office of publication based in the county in which the notice is required to be
23 published;
- 24
- 25 10. Is available and open to the public where business is transacted during usual business hours;
- 26
- 27 11. Maintain a telephone number and email listing; and
- 28
- 29 12. Includes in each updated publication the contact information of the news and information
30 website.

31
32 To ensure compliance, the District shall publish any legal notice on the
33 <https://www.hickmancountytimes.com/> website.

Hickman County Board of Education			
	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 03/11/24
		Rescinds: 2.806	Issued: 07/10/23

1 *General*

2 All purchases of supplies, materials, equipment and contractual services shall be purchased and/or bid
3 under the same criteria as the Hickman County government.¹

4 **EXEMPTIONS FROM COMPETITIVE BIDDING**

5 Contracts for legal services, educational consultants, insurance purchased through a plan authorized
6 and approved by any organization or governmental entities representing cities and counties and similar
7 services by professional persons or groups of high ethical standards shall not be based upon
8 competitive bids, but shall be awarded on the basis of recognized competence and integrity.^{2,3}

9
10 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
11 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
12 documented quotes shall be obtained.⁴

Legal References

1. TCA 49-2-203(a)(3)

Cross References

Executive Committee 1.301

2. TCA 12-3-1209; TCA 12-4-107
3. TCA 29-20-407
4. Public Acts of 2024, Chapter No. 661

Consultants 1.303
Conflict of Interest 5.601

Hickman County Board of Education

Descriptor Term:

Emergency Preparedness Plan

Descriptor Code:
3.202

Issued Date:
04/08/24

Rescinds:
3.202

Issued:
08/07/23

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval
2 of the district Emergency Preparedness Plan,¹ 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
throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ 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.³

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

20 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 ANNUAL DRILLS⁵

24 The principal shall ensure that the school safety team conducts each of the following type of drills
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27 2. An incident command drill; and
- 28 3. An emergency safety bus drill.
- 29

1 **ARMED INTRUDER DRILLS**

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

4 **AED DRILLS⁶**

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

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

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

12 **MEDICAL EMERGENCIES/PANDEMIC FLU⁷**

13 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
14 and consult with the local and state health departments and other local emergency or healthcare
15 providers in protecting students and the community from further infection. The director of schools
16 shall develop procedures for health emergencies in accordance with state law and regulations.

17 **REMOTE LEARNING DRILLS⁸**

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

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. Public Acts of 2024, Chapter No. 563
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

Cross References

Emergency Closings 1.801 i
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Schools

Automated External Defibrillator Policy and Procedure

Purpose: To provide guidelines for oversight and use in the Hickman County School System with regard to the implementation of rapid life support in situations where Sudden Cardiac Arrest (SCA) has occurred.

Training Requirements:

Any employee that is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards.

Policy:

1. An Automated External Defibrillator (AED) will be maintained on the premises of:

East Hickman Middle School 9414 East Eagle Dr Lyles, TN 37098 Hallway by office, Gym, Football Concession	East Hickman High School 7700 Highway 7 Lyles, TN 37098 Hallway by gym and cafeteria Hallway by office, CTE wing, Football Fieldhouse, Baseball Concession Stand
Hickman County Middle School 1639 Bulldog Blvd Centerville, TN 37033 Hallway by office	Hickman County High School 1645 Bulldog Blvd Centerville, TN 37033 Hallway by gym and concessions Hallway by office
Centerville Elementary School 104 Mary Field Dr Centerville, TN 37033 Outside of Office	East Hickman Elementary School 5191 Hwy. 100 Lyles, TN 37098 Outside of office
Centerville Intermediate School 110 Mary Field Avenue Centerville, TN 37033 Outside of Office	East Hickman Intermediate School 5198 East Eagle Dr Lyles, TN 37098
Hickman County High- Building B 1645 Bulldog Blvd. Centerville, TN 37033 Hallway	

2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. If trained individuals are not on school grounds during an emergency, a member of the general public who is present may use the AED.
3. Program Coordinator will be the Coordinated School Health director.
4. Program Coordinator responsibilities may include, but are not limited to:
 - Planning/training staff for emergency situations
 - Coordinating CPR/AED training
5. School nurses responsibilities may include, but are not limited to:

- Maintenance of the AED and equipment
 - Maintaining records of emergency events, and reporting AED use to Coordinated School Health
6. Medical directorship information:
Dr. Zach M. Hutchens
DEA BHO223797
Medical license MD020420
 7. EMS:
Allen Livengood
550 Highway 100
Centerville, TN 37033

Hickman County Schools

AED Protocol for Use

The witness of first person to the scene will :

1. Call for help, call 911. Verify the scene is safe using universal precautions.
2. Assess the victim to verify that the victim is unconscious, not breathing, has no pulse, and that the AED is necessary.
3. Send someone to retrieve the AED.
4. Start CPR.
5. Do NOT use an AED if the victim is in water or wet as water acts as a conductor of electricity. Use a towel to dry the victim and /or move the victim to a safer area.
6. When the AED arrives, open it and turn it on.
7. Remove the victim's clothing from the chest and remove all metal including belts, necklaces, underwire bras, etc.
8. Observe the victim's chest for bulges which may indicate a pacemaker or internal defibrillator. Do not place electropads over bulges. Instead, place the electropad as close to the recommended site as possible.
9. Apply the electrode patches to the upper right chest and lower left chest in accordance with the pictures on the AED.
10. Follow the voice prompts to analyze heart rhythm.
11. Do NOT use alcohol to wipe a chest, as alcohol is flammable.
12. Make sure everyone is clear from the patient and press the shock button when prompted. The AED will reanalyze the patient and advise another shock if appropriate. There is no limit to the number of shocks that can be given, if advised by the AED.
13. Resume CPR as directed by the AED.
14. Send someone to meet EMS and bring them to the scene.
15. Continue to follow voice prompts and continue CPR until EMS arrives.
16. When EMS arrives, be prepared to give them the following information:
 - Patient's name
 - Known medical information
 - Timeline of the event
 - Any care given by the responders
 - Any other pertinent information
17. Following the event, the school nurse or Coordinated School Health director will deliver the AED incident report form to the medical provider, clean the AED, and replace any used supplies.

Hickman County Schools AED Report Form

Site: _____

Location/Address of Incident: _____

Date of Event: _____ Time of Event: _____

Patient's Name: _____

Patient's Address: _____

Patient's Age: _____ Gender: Male Female

Witnesses Names: _____

Name of on-site responder (s):

1. _____ CPR/AED Trained: Yes No

Responder's signature: _____

2. _____ CPR/AED Trained: Yes No

Responder's signature: _____

3. _____ CPR/AED Trained: Yes No

Responder's signature: _____

Was CPR given before the AED arrived? Yes No If Yes, how long? _____

Were shocks advised/given? Yes No If Yes, how many? _____

Were any problems/adverse effects encountered on the scene?

Was CPR continued after AED? _____ Yes _____ No

Condition upon arrival of EMS and outcome (if known): _____

Name of provider completing this report: _____

Signature: _____ Date: _____

**COPY OF REPORT SHOULD BE SUBMITTED TO COORDINATED SCHOOL HEALTH
DIRECTOR, EMS DIRECTOR, AND MEDICAL DIRECTOR**

AED MONTHLY CHECKLIST

School: _____

School Year: _____

AED Location: _____

Month-Add date checked	Is the unit clean and undamaged?	Are pads connected and in date?	Turn the unit on and off and verify green check.	Check for adequate supplies.	Signature and title of person Performing check
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					

Hickman County School System

Automated External Defibrillator (AED) Devices

3.202.3

1 All schools are required to have AEDs to be used in a medical emergency and placed in a school or on
2 school grounds in accordance with the cardiac emergency response plan (CERP).

3 Before placement of the AED, **Coordinated School Health (CSH) Director** shall seek the
4 endorsement of a licensed physician as to the appropriate location of the AED and to the supervision of
5 the placement.

6 **CHS Director** shall ensure that the AED is registered with the local emergency medical service
7 provider and give the provider a copy of the written AED plan, written notice that the district has
8 established an AED program, the location of the AED, and how the use of the AED is coordinated with
9 the local emergency medical service system.

10 Any time an AED is used within a school, the local emergency medical service shall be summoned to
11 provide assistance as soon as possible. The usage of the AED shall be reported to the supervising
physician/designee and to the Department of Health.

13 ACCESSIBILITY

14 AEDs shall be identified by signage and accessible during the school day. If a school serves grades
15 nine through twelve (9-12), the AED shall also be accessible during all school youth athletic activities.
16 The AED shall be located on-site of the school youth athletic activity or placed and made available in
17 an unlocked location on school property that allows for the AED to be used within three (3) minutes of
18 a sudden cardiac arrest event.

19 TRAINING

20 The principal/designee shall ensure that any expected AED users receive training in a nationally
21 recognized course approved by the Department of Health, such as the American Heart Association, on
22 AED use, first aid, and cardiopulmonary resuscitation (CPR).

23 AED PROGRAM

24 **CHS Director** will establish and adhere to a program for the use of an AED that includes a written
25 plan that contains the following:

- 26 1. The placement of the AED;
- 28 2. The individuals authorized to operate the AED;

- 1 3. How the AED will be coordinated with the local emergency medical service system;
- 3
- 4 4. The maintenance and testing that will be performed on the AED;
- 5
- 6 5. Any records that will be kept;
- 7
- 8 6. Any reports that will be made of the AED use;
- 9
- 10 7. A plan of action for proper action of the AED; and
- 11
- 12 8. Any additional requirements as set forth by the Department of Health.

13 **CARDIAC EMERGENCY RESPONSE PLAN (CERP)**

14 **CHS Director** shall work with the Board to develop a CERP that establishes the steps that should be
15 taken in response to a sudden cardiac arrest event within the school building or on school grounds. The
16 following factors shall be incorporated:

- 17 1. Align with the guidelines established by the American Heart Association;
- 18
- 19 2. Be implemented at each school;
- 20
- 21 3. Identify the number of AEDs that must be placed within each school building or on school
22 grounds;
- 23
- 24 4. Establish a cardiac emergency response team at each school that is responsible for carrying out
25 the CERP, including the response protocols each team is responsible for implementing and
26 overseeing in a sudden cardiac arrest event;
- 27
- 28 5. Identify the training required for the cardiac emergency response team and for any teachers,
29 administrators, or other district employees to assist in understanding the severity of sudden
30 cardiac arrest events, educate on how to respond in such circumstances, and notify of the
31 existence, content, and guidance available in the CERP; and
- 32
- 33 6. Incorporate information regarding AED training, notification, maintenance and testing of the
34 AED, and the AED Program in to the CERP.

35 The CERP shall be reviewed annually by the Board, semiannually by each cardiac emergency response
36 team, and no later than ten (10) days after a sudden cardiac arrest event occurs by the cardiac
37 emergency response team and the Director of Schools.

38 The CERP shall be distributed annually to students, parents, teachers, administrators, and other district
39 employees and posted prominently in each school building and on school grounds as well as on the
40 district website.

MAINTENANCE AND TESTING

- 2 **CHS Director** shall ensure that the AED is maintained and tested in accordance to the manufacturer's
- 3 operational guidelines. Records shall be maintained as to all maintenance and testing performed on the
- 4 AED.

1

Hickman County School System

Fire Alarm Activations

3.202.5

2 General

3 Each school within the district maintains alarm systems and regularly conducts a variety of drills
4 throughout the year to direct the actions of students and district employees, including substitute
5 teachers, part-time staff, and school volunteers, during certain events including, but not limited to, fire,
6 inclement weather, and armed intruder/active shooter. Due to the different response procedures,
7 students and district employees, including substitute teachers, part-time staff, and school volunteers,
8 shall be notified of the type of emergency or threat occurring on school grounds in order to take
9 appropriate safety measures.

10 Hickman County School employees in consultation with the local fire department and law enforcement
11 officials, determined that the causes below would activate the fire alarm system and have outlined the
12 appropriate response for each cause. These procedures comply with applicable fire and building codes
13 and shall be reviewed annually, and if needed, updated to ensure best practices are reflected for
14 students and district employees.

15 District employees, including substitute teachers, part-time staff, and school volunteers, shall be
16 trained annually as to the appropriate response procedures for fire alarm activations.

17 FIRE

18 Student and district employees, including substitute teachers, part-time staff, and school volunteers,
19 shall be notified of an alarm activation for a fire by the sound of the fire alarm.

20 Response Procedures:

21 1. Follow the procedures as outlined in the school and district safety plan.

22 INCLEMENT WEATHER

23 Student and district employees, including substitute teachers, part-time staff, and school volunteers,
24 shall be notified of an alarm activation for inclement weather by one of the following methods:

- 25 ● Weather radio
- 26 ● SRO
- 27 ● Central Office
- 28 ● Local TV station

29 Response Procedures:

Hickman County Board of Education			
	Descriptor Term:	Descriptor Code:	Issued Date:
	Security	3.205	04/08/24
		Rescinds:	Issued:
		3.205	08/07/23

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

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

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

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

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

19 All exterior doors leading into a school building shall be locked at all times and access to school
 20 buildings is limited to the school's primary entrance during the school day as well as when students are
 21 present outside of regular school hours.⁵

22 The principal shall immediately call law enforcement officials and the Director of Schools in cases
 23 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
 24 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
 25 violence.⁶ The Director of Schools/designee is authorized to sign a criminal complaint and press
 26 charges. The Director of Schools shall report all signing of such complaints to the Board.

27 **AFTER SCHOOL HOURS**

28 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
 29 district employee shall be stationed by the door to ensure access is limited to authorized persons.⁵

SCHOOL POLICING¹

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

- 4 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
5 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
6 the time of assignment and remain compliant throughout the tenure of his or her assignment;
7
- 8 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
9 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
10 participate in a minimum of sixteen (16) hours of training specific to school policing. All
11 training programs shall be approved by the Peace Officers Standards and Training
12 Commission.³
- 13 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
14 agency, subject to that agency's direction, control, supervision and discipline, though the Board
15 may agree to indemnify and reimburse the law enforcement agency for any part or all of the
16 increased costs incurred by the law enforcement agency as a result of the assignment of the
17 SROs.
18
- 19 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
20 of the Director.
21
- 22 5. In the event that more than one SRO is assigned to a school system, the law enforcement
23 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
24 duties of the senior SRO, however designated, shall include, but not be limited to, the
25 following:
 - 26 a. To represent and carry out the policies of the law enforcement agency assigning the
27 SROs.
 - 28 b. To supervise the SROs in the performance of their duties;
 - 29 c. To consult with the Director regarding the best use of the available resources for school
30 policing; and
 - 31 d. To resolve disputes between the SROs and students or faculty members.
- 32
- 33 6. The memorandum may be effective for any length of time, including continuing until
34 terminated by the parties, and may contain any reasonable notice requirement for the
35 termination of the memorandum. However, the memorandum shall contain a provision
36 allowing the Director to suspend the active participation of the SROs in the event that the
37 Director certifies that the health, safety or wellbeing of the students or faculty members require
38 the immediate suspension.

39 **CYBERSECURITY⁴**

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

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. TCA 49-6-805(9)
5. TCA 49-6-817
6. Public Acts of 2024, Chapter No. 882

Cross References

Visitors to the Schools 1,501
Inventories 2,702
Care of School Property 6.311

Security

Security in each school is a priority. Building administrators are the front line responders for building security. Central Office personnel are available to assist in any way needed.

Simple security measures to follow should be:

- Keep classroom doors locked and closed at ALL times.
- Entrance doors should be locked at all times.
- All visitors shall check-in at the front office. Visitors' driver's licenses will be scanned in order to enter the school building.
- All visitors will be issued a visitor pass to make faculty and staff aware they have entered the school using appropriate methods.
- Faculty and staff should make contact with anyone they do not recognize.
- Faculty should know where their students are at all times.

Each school shall maintain security protocols for entrance to the building. Front entrance doors **will** be locked at all times. Activities outside of school hours should have procedures in place to monitor the behavior and appropriateness of everyone on school grounds. Outside school hour activities, all doors are to remain locked. If there is a need to have a door unlocked during the activity, a school employee must be stationed by the door at all times.

When student activities take place off school grounds each school should be certain that the proper number of chaperones are in attendance and that students are given directions on procedures to follow in case of an emergency or accident. Discretion should be used when chaperones are used who are not employed by the school system.

Each school bus in the school system is equipped with cameras and GPS monitoring.

In the event of an emergency our Hickman County 911 Operations center has immediate access to call out any needed emergency services.

Additional Information:

Centerville Police Department: (931) 729-5146

Hickman County Sheriff's Department: (931) 729-2491

Hickman County School System

Notification By Principals to Law Enforcement

3.205.3

1 A principal shall immediately notify law enforcement officials and the Director of Schools if the
2 following situations occur on school property:

- 3 1. Illegal entry;
- 4
- 5 2. Assault and battery resulting in serious personal injury or involving the use of a weapon;
- 6
- 7 3. Building damage;
- 8
- 9 4. Theft;
- 10
- 11 5. Vandalism endangering life health, or safety; or
- 12
6. Valid threats of mass violence on school property or at a school-related activity.

Hickman County Board of Education			
	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 05/06/24
		Rescinds: 3.400	Issued: 04/04/22

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.⁶

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The director of schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁷

18 Annually, the Board shall require each school bus driver to have a physical and mental examination.
19 The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or
20 morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus
21 driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated
22 vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or
23 analogue.⁸

24 **TRANSPORTATION SUPERVISOR³**

25 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
26 responsible for the monitoring and oversight of transportation services for the district.

27 The transportation supervisor shall complete a student transportation management training program
28 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
29 hours of training annually.

1 The director of schools shall ensure that training is completed and provide the state department of
2 education with appropriate documentation.

3 **COMPLAINT PROCESS⁴**

4 The following procedure will govern how students, teachers, staff, and community members shall
5 submit bus safety complaints:

6 1. All complaints shall be submitted to the transportation supervisor; and
7

8 2. Forms may be submitted in person, via phone, mail, or email.

9 a. Written complaints shall be submitted on forms located on the district's website. In the
10 case of a complaint received via phone, the person receiving the phone call shall be
11 responsible for filling out the form and submitting it to the transportation supervisor.

12 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
13 four (24) hours of receipt.

14 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
15 submit a preliminary report to the director of schools. This report shall include:

16 1. The time and date the complaint was received;
17

18 2. The name of the bus driver;
19

20 3. A copy or summary of the complaint; and
21

22 4. Any prior complaints or disciplinary actions taken against the driver.

23 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
24 submit a final written report to the director of schools that details the investigation's findings as well as
25 the action taken in response to the complaint.

26 An annual notice of this complaint process shall be provided to parents and students. This information
27 shall be made available in the student handbook.

28 **RECORDKEEPING⁵**

29 The transportation supervisor shall be responsible for the collection and maintenance of the following
30 records:

31 1. Bus maintenance and inspections forms;
32

33 2. Bus driver credentials, including required background checks, health records, and performance
34 reviews;
35

36 3. Driver training records; and
37

1 4. Complaints received and any records related to the investigation and complaints.
2

3 **SCHOOL BUS SAFETY RESTRAINT SYSTEMS**

4 The Hickman County Board of Education operates some school buses with three-point lap/shoulder
5 seat restraint systems (and integrated child restraint systems).

6 Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this
7 safety technology.

8 **SEAT RESTRAINT NON-COMPLIANCE**

9 Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students
10 removing their seat restraint during the route or refusing to wear their seat restraint will be issued a
11 written discipline referral. The local school authority will discipline the student in a manner consistent
12 with other safety-related behavioral infractions.

13 **SEAT RESTRAINT TRAINING**

14 The transportation supervisor will conduct annual training for all school bus drivers on the
15 implementation and use of seat restraints.

16 School bus drivers will train students on the proper implementation and use of seat restraints annually
17 at the start of each school year to ensure each passenger is familiar with the operation of seat restraints.
18 The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened
19 at all times during their ride.

20 All students will receive additional instruction on the proper use of seat restraints at least two (2)
21 additional times per year.

22 Bus drivers will instruct students to put on their seat restraints at three time periods:

- 23 1. Morning: When students board the bus, the driver will inform student to buckle up.
- 24 2. On Route: If a student takes their restraint off (visibly) while riding.
- 25 3. Afternoon: The driver will walk from the front to the back of the bus one time prior to
26 departure.
27
28

29 Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints
30 while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint
31 and/or referring the student for discipline if the student refuses to be compliant with seat restraint
32 utilization.

33 **SEAT RESTRAINT MALFUNCTION**

- 1 If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and,
2 if necessary, cut the belt to relieve the restraint and safely remove the passenger.

3 **SCHOOL BUS IDLING POLICY**

4 This policy applies to the operation of every district-owned and/or contracted school bus.

5 **Rationale:** Exhaust from idling school buses can accumulate in and around the bus and pose a health
6 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and
7 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste
8 fuel and financial resources.

9 **Purpose:** Eliminate unnecessary idling by Hickman County Board of Education school buses
10 (including activity buses) and minimize idling time in all aspects of school bus operation.

11 **Guidance:**

- 12 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading
13 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as
14 possible to eliminate idling time and reduce harmful emissions. The school bus should not be
15 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions
16 include conditions that would compromise passenger safety, such as extreme weather, idling in
17 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
18
- 19 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer
20 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip
21 inspection and idling necessary to defrost windows and mirrors for safe operation of the school
22 bus.
23
- 24 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or
25 other events where students are transported off school grounds.
26
- 27 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can
28 wait if they have shut down their bus.
29
- 30 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and
31 occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up
32 time as possible to maintain warmth and then shut down if there is a wait time of more than
33 fifteen (15) minutes.
34
- 35 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the
36 policy's requirements. As a part of the onboarding and/or new hire process, all new drivers
37 shall receive a copy of this policy and be trained regarding the policy's requirements.
38
- 39 7. Excessive idling by the driver may result in disciplinary action.

1 General Exemptions: The actions outlined in the guidance section above need not apply for the
2 period(s) during which idling is necessary:

3 1. While stopped:

- 4 a. For an official traffic control device;
- 5 b. For an official traffic control signal;
- 6 c. For traffic conditions over which the driver has no control, including, but not limited to,
7 stopped in a line of traffic; or
- 8 d. At the direction of a law enforcement officer;

9 2. To ascertain that the school bus is in safe operating condition and equipped as required by all
10 provisions of law, and all equipment is in good working order, either as part of the driver's
11 daily vehicle inspection, or as otherwise needed;

12 3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;

13 4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to
14 exceed 5 minutes (as per the recommendation of the manufacturer);

15 5. To operate:

- 16 a. A lift or other piece of equipment designed to ensure safe loading, unloading, or
17 transport of persons with one or more disabilities; or
- 18 b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more
19 children with exceptional medical needs aboard whose IEP requires such;

20 6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or
21 health of the driver or passengers;

22 7. To recharge a batter or other energy storage unity of a hybrid electric bus.

23
24
25
26
27
28
29 Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful
30 exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit
31 harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance
32 that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired
33 heaters).

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116(d)(3)
3. TCA 49-6-2116(a)-(c)
4. TCA 49-6-2116(d)(1)-(2)
5. TCA 49-6-2116(d)(5)
6. Public Acts of 2024, Chapter No. 548
7. TCA 49-6-2107
8. TCA 49-6-2109 (c) (1); Public Acts of Chapter No. 122

Bus Safety and Conduct 6.308
Homeless Students 6.503

Hickman County Board of Education

Descriptor Term:

Basic Program and Class Size Ratios

Descriptor Code:

4.201

Issued Date:

06/03/24

Rescinds:

4.201

Issued:

05/02/22

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in
2 its educational programs or activities.

3 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
4 exceed the maximum allowed by state law.¹

5 **WAIVERS**

6 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
7 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
8 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
9 class size may be extended, but the class size and average must not exceed those for general education
10 classes in grades seven through twelve (7-12).²

11 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
12 may grant a waiver from the maximum class sizes.

13 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

14 Curriculum material utilized shall reflect the cultural and racial diversity present in the United States
15 and the variety of careers, roles and life-styles open to women as well as men in our society. One of the
16 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias
17 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and
18 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and
19 responsibilities of each individual as a member of a pluralistic society.

20 The course of study in the schools shall include those subjects required by the Legislature and
21 Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English,
22 geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free
23 enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and
24 smoking of cigarettes and their effect upon the human system; history of Tennessee and its
25 Constitution; history of the United States and its Constitution; displaying of the American flag;
26 highway safety; and defensive driving.

27 The Board reserves the right to add additional courses and to amend the content of prescribed courses
28 as experience and the process of curriculum development indicate the desirability of such change.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

Hickman County Board of Education

Descriptor Term: Family Life Education	Descriptor Code: 4.2013	Issued Date: 06/03/24
	Rescinds: 4.2013	Issued: 05/02/22

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

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

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

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

11 FAMILY LIFE INSTRUCTION

12 The curriculum for the family life education program shall, in a manner that is age-appropriate and
13 factually and medically accurate, include the following:²

14 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;

15 2. Encourage sexual health by helping students understand how the whole person is affected by sexual
16 activity as well as other risk behaviors;

17 3. Provide information about human reproduction, including conception, birth, and prenatal care, as
18 well as the process of adoption and its benefits;

19 4. Provide information on the family unit and the responsibilities and consequences related to sexual
20 activity, including the challenges of single teen parenting;

21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
22 activity;

23 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse,
24 including such abuse that may occur in the home, human trafficking in which a victim is the child, and
25 internet crimes against children;

1 7. Provide instruction on the prevention of dating violence;

2 8. Encourage communication between parent(s)/guardian(s) and students;

3 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

4 10. Include the presentation of a high-quality, computer-generated animation or high-definition
5 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and
6 other vital organs in early fetal development per state academic standards.³

7 Instruction in topics related to sexual activity are not age-appropriate for students in grades
8 kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does
9 not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse and
10 human trafficking of children.⁴

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

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

21 Within these goals and at appropriate age and grade levels, the information presented will include:²

- 22 1. Anatomy, physiology, and psychology of adolescence and sexual growth;
- 23 2. Marriage and responsibilities of family life;
- 24 3. Responsibilities of parents and child care;
- 25 4. Legal aspects of sexual conduct;
- 26 5. Self-respect, self-control, and individual differences among people;
- 27 6. Community resources;
- 28 7. Pregnancy and childbirth; and
- 29 8. Instruction on education, intervention, prevention, and treatment of: (A) child sexual abuse,
30 including such abuse that may occur in the home, in accordance with the declarations and
31 requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the
32 victim is a child.³

33 Instruction on family life education shall emphasize that abstinence from sexual relations is the only
34 method of protection that is 100% effective.

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,⁵ are not included in the curriculum.

3 TRAINING ON INSTRUCTION

4 Personnel involved in instruction regarding human sexuality will conduct such instruction with
5 maturity and discretion. Personnel providing family life instruction shall receive in-service training
6 prior to presenting such instruction.

7 REPORTING²

8 At the beginning of each school year, the Director of Schools shall provide the contact information to
9 the Department of Children's Services of each employee or trained professional providing instruction
10 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The
11 Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Hickman County School System

Internet Crimes Against Children

4.2013.1

1 Among other items, the curriculum for the family life education program shall, in a manner that is age-
2 appropriate and factually and medically accurate, provide instruction on internet crimes against
3 children. These crimes include the following offenses:

- 4 1. Solicitation of a minor, as defined in TCA 39-13-528;
- 5
- 6 2. Soliciting sexual exploitation of a minor, as defined in TCA 39-13-529(a);
- 7
- 8 3. Exploitation of a minor by electronic means, as defined in TCA 39-13-529(b);
- 9
- 10 4. Sexual exploitation of a minor, as defined in TCA 39-17-1003;
- 11
- 12 5. Aggravated sexual exploitation of a minor, as defined in TCA 39-17-1004; and
- 13
6. Especially aggravated sexual exploitation of a minor, as defined in TCA 39-17-1005.

Family Life Education

In accordance with Board Policy 4.2013, the board of education will conduct public hearings and parental conferences at least once as part of the family life program. The hearings and conferences will be scheduled and conducted by supervisors over Coordinated School Health and Guidance services each year. This hearing will consist of the following:

- 1) Explanation of the family life plan for parents and community members
- 2) Opportunities for parents and community members to express their opinions

The program will follow the guidelines of Board Policy 4.2013 and will provide training for personnel involved in providing instruction within the family life program.

Hickman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 A District level team made up of technology and instructional staff is tasked with overseeing the
7 implementation of AI programs. These staff members will review artificial intelligence programs to
8 ensure compliance with district policies as well as state and federal student data privacy laws and
9 present recommendations to the Director of Schools for approval. Any approved programs shall be
10 accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Director of Schools shall incorporate training programs on AI into professional development for
14 district staff. This training shall focus on responsible use of AI and best practices for use in school
15 settings and include instruction regarding personally identifiable information and the need to comply
16 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
17 properly storing any data that is collected by the district in compliance with state and federal law.

18 **STAFF USE**

19 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
20 communications, notes, images, and the development of content for instructional or administrative
21 purposes, as well as analyzing data and information. The following requirements shall be adhered to
22 when using AI in the completion of work:

- 23 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
- 24 a. Violate the terms of the use of the AI tool;
 - 25 b. Would mislead a supervisor or others as to the nature of the work; or
 - 26 c. Would be inconsistent with the teacher code of ethic;²
- 27
28

- 1 2. Employees shall take all reasonable precautions to ensure the security of private student data
2 when utilizing AI programs;
- 3
- 4 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
5 order to reduce the risk of errors and inaccuracies;
- 6
- 7 4. Outputs shall not be incorporated into proprietary content or works; and
- 8
- 9 5. Adhere to the policies on the employee AUP
- 10

11 **STUDENT USE**

12 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
13 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
14 ensure students are provided with appropriate instruction on the responsible use of AI.

15 **ACADEMIC INTEGRITY**

16 Students shall be instructed on responsible use standards including but not limited to the following:

- 17 1. Effective use of generative AI;
- 18
- 19 2. When it is appropriate to use AI in assignments;
- 20
- 21 3. How to determine whether AI responses are accurate;
- 22
- 23 4. Users assume responsibility for incorporating AI content responsibly; and
- 24
- 25 5. The difference between cheating and seeking support.

26 **NOTICE TO PARENTS**

27 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in
28 the district. An approved list of AI programs will be provided by posting them on the District website.

29 **REPORTING**

30 The Director of Schools shall submit a report to the Board of Education each June on how this policy
31 will be enforced in the upcoming school year. The Board shall approve the report and the Director
32 shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Hickman County School System

Approval of Additional Artificial Intelligence Programs

4.214.1

1 Only approved artificial intelligence (AI) programs may be utilized in student instruction or in
2 completing student work. Artificial intelligence is a machine-based system that can, for a given set of
3 human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual
4 environments and that is capable of using machine and human-based inputs to perceive real and virtual
5 environments, abstract such perceptions into models through analysis in an automated manner, and use
6 model inference to formulate options for information or action.

7 Staff who wish to utilize additional AI programs that aren't currently on the approved list shall submit
8 to **the district level team** for approval the following information:

9 1. Name of the program; and

10

11 2. Why the program would be beneficial to students

12 Academic Technology specialist shall maintain a list of the approved AI programs that students
13 and staff can utilize.

Hickman County Board of Education

Descriptor Term:

Interscholastic Athletics

Descriptor Code:
4.301

Issued Date:
06/05/22

Rescinds:
4.301

Issued:
08/02/21

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

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

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

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

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

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

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

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

3 SEVERE WEATHER⁴

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

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

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

13 HOME SCHOOL STUDENT PARTICIPATION¹⁰

14 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
15 guidelines. If a school is not a member with these organizations, home school students that are zoned
16 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
17 students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. Public Acts of 2024, Chapter No. 639

Cross References

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

Interscholastic Activities

General Provisions:

1. The Principal shall be responsible for the administration and control of the interscholastic athletic program within the school.
2. The Principal or his designee is required to accompany an athletic team on its trips, and all trip requests shall be made according to the procedures established the administration of the Hickman County Schools.
3. Coaches shall follow Hickman County Schools chain of command procedure for any request related to athletics. Coaches must obtain a purchase order prior to committing the district or any school to purchasing any products or service.
4. School athletics are to be coached only by personnel employed/approved by Hickman County Schools. Such coaches are to be compensated only from Board funds, according to the current salary schedule. Coaches shall not receive pay other than from Hickman County Schools for any athletic-related services provided to any student who is or may be participating in that coach's sport except that coaches may participate in school authorized clinics, camps, etc.
5. Any student, except as outlined below, shall be eligible to try out for any athletic team. Academic and citizenship requirements for being a member of an athletic team shall be carefully considered and developed to promote the welfare of the individual student. Only students in grades 6-12 shall engage in interscholastic activities.
6. Recruiting of students is forbidden in any fashion.
7. Students must have a current athletic physical on file, based on TSSAA standards, before being allowed to participate in any extracurricular activity involving athletics in the Hickman County school system. These activities include but are not limited to weight training outside of the instructional day, conditioning, open facilities, tryouts, practices, and athletic contests.
8. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes.
9. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program.

High School Interscholastic Athletics

1. The by-laws of the Tennessee Secondary School Athletic Association shall be adopted as a part of the regulation for the operation and control of athletics in the secondary schools in Hickman County.
2. To be eligible to participate in interscholastic athletic activities during any semester, the high school student shall at least meet current TSSAA standards.

[Athletic Director Manual](#)

Hickman County School System

Athletics Emergency Action Plan

4.301.6

1 The athletics emergency action plan (AEAP) shall be established, reviewed, and annually rehearsed for
2 responding to serious or life-threatening injuries sustained by students participating in school youth
3 athletic activities.

4 **Coordinated School Health coordinator** shall work with the Board and local emergency medical
5 services personnel to establish, in writing, the AEAP. The following factors shall be incorporated:

- 6 1. Nationally recognized standards;
7
- 8 2. Address or venue of each school youth athletic activity for the school year;
9
- 10 3. District employees in each school who are responsible for carrying out the AEAP, including
11 their assigned responsibilities and the designated chain of command;
12
- 13 4. Healthcare professionals who may provide medical care during school youth athletic activities;
14
- 15 5. Equipment and supplies that may be needed to respond to a medical emergency at a school
16 youth athletic activity, including the location of each item;
17
- 18 6. Description of the proper procedures to be followed after a serious or life-threatening injury
19 occurs (e.g., responding to the injured individual, summoning emergency medical care,
20 assisting emergency responders, documenting the actions taken during the emergency); and
21
- 22 7. Contact information for emergency medical services and directions to assist emergency
23 personnel in accessing the location of a school youth athletic activity.

24 The AEAP shall be distributed to all athletics district employees as well as to the employees in each
25 school who are responsible for carrying out the AEAP and any healthcare professionals who may
26 provide medical care during school youth athletic activities.

Hickman County Board of Education

Descriptor Tenn: Library Materials	Descriptor Code: 4.403	Issued Date: 08/07/23
	Rescinds: 4.403	Issued: 01/09/23

1 *General*

2 The Director of Schools shall be responsible for library collection development. Library materials shall
3 be reviewed to ensure the content aligns with state law.¹ He/she shall post the list of library materials
4 online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the
5 purchase of new materials, librarians shall review the age and maturity level along with the reading
6 level of the selected items for suitability.¹ A list of new materials shall be reviewed by the school
7 administration.

8 **STANDARDS²**

9 The library collection shall adhere to the following criteria:

- 10 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 11 12 2. Materials shall be appropriate for the age and maturity levels of the students who may access
13 them. The determining factor will be based on an assessment of any mature themes or content
14 (i.e., violence, sexual content, vulgar language, substance abuse);
- 15 16 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 17 18 4. The collection as a whole shall offer a variety of viewpoints.

19 Any materials that meet the following criteria shall be removed and excluded from the district's library
20 collection:

21 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
22 violence, or sadomasochistic abuse as defined in state law³;

23 2. Are patently offensive as defined in state law; or

24 3. Appeal to the prurient interest as defined in state law.

25 The Board shall be notified when any library materials are challenged or removed pursuant to this
26 policy.

27 Grade level supervisors shall be responsible for periodically reviewing the district's library collection
28 in line with these established standards. Any materials found to be out of alignment with the standards

1 shall be removed, and this action shall be documented in writing and presented to the Director of
2 Schools and the Board.

3 The Board supports principles of intellectual freedom inherent in the First Amendment of the
4 Constitution of the United States¹ and expressed in the *Library Bill of Rights* of the American Library
5 Association.

6 Because opinions differ, there may be questions concerning some instructional and library materials
7 despite the quality of the selection process.

8 **COMPLAINTS⁴**

9 **Tier 1**

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

- 11 1. Inform the complainant of the selection procedures and make no commitments.
- 12
- 13 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 14
- 15 3. Inform the principal (and other appropriate personnel).
- 16
- 17 4. Keep challenged materials available for use during the reconsideration process.
- 18

19 Upon receipt of the completed form, the principal shall notify the Director of Schools. The
20 principal shall request review of the challenged materials by an ad hoc materials review
21 committee within ten business days. The review committee is appointed by the principal and
22 includes certified library media personnel, representatives from classroom teachers, one or
23 more parents, and may include one or more students. The principal will inform the Director of
24 Schools of the review committee's progress.

25 The review committee shall take the following steps after receiving the challenged materials:

- 26 1. Read, view, or listen to the contested material in its entirety;
- 27 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 28 3. Determine the extent to which the material supports the educational mission of the
29 school;
- 30 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
31 the material for its strength and value; and
- 32 5. Present recommendation to principal for further action and to the Director of Schools
33 for purposes of information.

34 **Tier Two**

35 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
36 He/she shall review the recommendation presented by the review committee along with the principal's
37 recommendation and make the determination whether the material is appropriate for the age and
38 maturity levels of the students who have access to the materials and whether the material is suitable
39 for, and consistent with, the educational mission of the school.

1 **Tier Three**

2 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
3 material to determine whether the material is appropriate for the age and maturity levels of the students
4 who have access to the materials and whether the material is suitable for, and consistent with, the
5 educational mission of the school.

6 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
7 students who have access to them or is not suitable for, and consistent with, the educational mission of
8 the school, the material shall be removed from the library collection.

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); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472
3. Public Acts of 2024, Chapter No. 782
4. TCA 49-6-3803

Cross References

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

Library Services and Collection Policy

Library services are provided for each of the schools in the Hickman County School System and will follow the requirements established in the regulations of the Tennessee State Board of Education and Hickman County Board of Education Policy 4.403.

The maintenance of a school's library collection is the responsibility of the school's library media specialist, in cooperation with school administrators, teachers, and other staff.

Materials for each school library will adhere to the following criteria:

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.

Each school will maintain an inventory of the school's library materials that are available for students. The inventory list will be available and posted on the school's website. Hickman County Schools has established procedures for the feedback and reconsideration of library materials for each school.

Hickman County Schools
Administrative Procedures for Complaints Regarding Library Materials Board Policy 4.403

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 ten business 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 supports 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 recommendation to principal for further action and to the Director of Schools for purposes of information.
8. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Reconsideration of Library Materials Form

In accordance with Hickman County Board of Education Policy 4.403, Hickman County Schools provides an opportunity for library materials to be reviewed as to whether they should be a part of the school library collection. Library materials should meet the following requirements: 1) suitable and consistent with the mission of the school, 2) appropriate for the age and maturity levels of the students that will access them, 3) contain literary, historical, and/or artistic value or merit, and 4) offer a variety of viewpoints.

Completion of this form is the first step in the review procedures. If you wish to request reconsideration of library resources, please return the completed form to the school principal.

School Name _____

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

If representing an organization, name of organization _____

1. Resource on which you are commenting:
 Book (e-book) Movie Magazine Database Audio Recording
 Digital Resource Newspaper Streaming Media Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review? If not, what parts did you read (be specific, cite page numbers, chapters, scenes, sections, etc.)

4. What concerns you about the resource? Be specific, cite page numbers and quote exact passages; cite specific scenes and their location in the video.

5. If the work purports to be a work of nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.

6. Are you aware of judgments of this work by literary critics and/or subject specialists? What reviews have you researched? (Give specific citations)

7. What action are you requesting the committee consider?

Signature of Complainant

Printed Name

Date

Checklist for Reconsideration of Library Materials
Nonfiction

Title: _____

Author: _____

Purpose

1. What is the purpose of the material? _____

2. Is the purpose accomplished? _____

Authenticity

1. Is the author competent and qualified in the field? _____

2. What is the reputation and significance of the author and publisher/producer in the field? _____

3. Is the material up-to-date? _____

4. Are information sources well documented? _____

5. Are translations and retellings faithful to the original? _____

Appropriateness

1. Does the material promote the education goals and objectives of the school? _____

2. Is it appropriate to the level of instruction intended? _____

3. Are the illustrations appropriate to the subject and the age levels? _____

Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? _____

2. Does this material present information not otherwise available? _____

3. Does this material give a new dimension or direction to its subject? _____

Reviews

1. Source of review: _____

Favorable or unfavorable review? _____

2. Does this title appear in one or more reputable selection aides? _____

List the aides in which it appears. _____

Additional Comments: _____

Recommendation by Library Media Committee:

Date:

Committee Members' Signatures:

Checklist for Reconsideration of Library Materials
Fiction or Other Literary Forms

Title _____

Author _____

Purpose

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? For young adults?

If both are marked no, for what age group would you recommend?

3. Will the reading and/or viewing and/or listening to material result in a more compassionate understanding of human beings?

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?

5. Are any questionable elements of the story an integral part of a worthwhile theme or message?

Content

1. Does a story about modern times give a realistic picture of life as it is now?

2. Does the story avoid an oversimplified view of life, one which leaves the reader with a general feeling that life is sweet and rosy or ugly and meaningless?

3. When factual information is part of the story, is it presented accurately?

4. Is prejudicial appeal readily identifiable by the potential reader?

5. Are concepts presented appropriate to the ability and maturity of the potential reader?

6. Do characters speak in a language true to the time period and section of the country in which they live?

7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?

8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children?

For young adults?

9. If there is use of offensive language, is it appropriate to the purpose of the text for children?

For young adults?

10. Is the material free from derisive names and epithets that would offend minority groups?

Children?

Young adults?

11. Is the material well written or produced?

12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?

13. Does the material make a significant contribution to the history of literature or ideas?

14. Are the illustrations appropriate and in good taste?

Realistic in relation to the story?

Additional Comments: _____

Recommendation by Library Media Committee: _____

Date: _____

Committee Members' Signatures:

Hickman County Board of Education

Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/11/22
	Rescinds: 4.600	Issued: 05/04/20

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-3.¹

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.² These guidelines shall be communicated annually to students
10 and parents/guardians.¹

11 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)**¹

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

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

- 18 • A (90-100)
- 19 • B (80-89)
- 20 • C (70-79)
- 21 • D (60-69)
- 22 • F (0-59)

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

24 The following high school courses will have weighted grades:

- | | |
|---------------------------------|---------------------------------|
| 25 Honors English (Grades 9-12) | Trigonometry |
| 26 Honors Biology I and II | Honors Algebra II |
| 27 Honors Physical Science | Honors Geometry |
| 28 Honors Chemistry | Dual Enrollment College Courses |
| 29 Honors Physics | Honors American History |
| 30 Honors Anatomy | Honors Algebra I |

1 ~~Biology II~~

Calculus

2 SDC SAILS Statistics

*Dual Enrollment TCAT

3 SDC Pre-Calculus

*Taught with college curriculum standards are eligible for rigor points

4 Advanced coursework grades will be weighted with additional percentage points to calculate the
5 semester average. Depending on the course taken, the following percentage points will be assigned:

- 6 • Honors Courses – three (3) percentage points;
- 7
- 8 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and ~~Dual~~
9 ~~Enrollment Courses~~ – four (4) percentage points; and
- 10
- 11 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
12 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

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

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

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

25 Failure to complete the alternative assessment before the end of the spring semester shall
26 result in the student receiving a grade of zero which shall be counted for fifteen (15%)
27 percent of a student's final grade for the spring semester.

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

29 E Excellent
30 S Satisfactory
31 U Unsatisfactory

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

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

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

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

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

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

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³

Schools teaching grades nine through twelve 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.

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080 TCA 49-6-407
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. 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

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

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.

The following high school courses will have weighted grades:

Honors English (Grades 9-12) Trigonometry

Honors Biology I Honors Algebra II

Honors Physical Science Honors Geometry

Honors Chemistry Dual Enrollment College Courses

Honors Physics Honors American History

Anatomy Honors Algebra I

Biology II Calculus

Pre-Calculus

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:

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

Student Absent for State Mandated Exams:

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

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

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

Conduct shall be marked as follows:

- E Excellent
- S Satisfactory
- U Unsatisfactory

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

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

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

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

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

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

Schools teaching grades nine through twelve 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.

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

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

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

LOTTERY SCHOLARSHIP DAY

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

Hickman County Board of Education

Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 12/04/23
	Rescinds: 4.603	Issued: 11/07/22

1 PROMOTION¹

2 The director of schools/designee shall promote students to the next grade level based on the successful
3 completion of required academic work and on the satisfactory progress in each of the relevant
4 academic areas. However, no student enrolled in the third grade shall be promoted unless the student
5 has shown a basic understanding of curriculum and the ability to perform the skills required in the
6 subject of reading as demonstrated by the student's grades or standardized test results. This
7 requirement shall not apply to students who are participating in a board-approved, research-based
8 intervention prior to the beginning of the next school year or to students who have an individualized
9 education program (IEP).²

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

- 13 1. The student's ability to perform at the current grade level;
- 14 2. The results of local assessments, if applicable;
- 15 3. State assessments, as applicable;
- 16 4. Home Literacy Reports;³
- 17 5. The overall academic achievement of the student;
- 18 6. The student's chance for success with more difficult material if promoted to the next grade;
- 19 7. Attendance; and
- 20 8. Social and emotional maturity.

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

- 23 1. Date of enrollment;

24

25

- 1 2. Additional information acquired after results of local assessment, screening, or monitoring are
2 released; or
- 3
- 4 3. Decisions made by a student's IEP team or extenuating medical or psychological information
5 on a case by case basis.

6 **VOLUNTARY RETENTION**

7 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain
8 his/her student in the current grade level if:

- 9 1. The student has a documented academic or behavioral delay; and
- 10 2. The parent/guardian believes that retention may benefit the student.⁵

11 **PROMOTION PLANS⁵**

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

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

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

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

35 **RETENTION⁶**

36 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP
37 team, such retention is in the best interest of the student or when retention is required per additional

1 requirements for students in third and fourth grade. However, a student shall not be retained more than
 2 once in any grade.

3 *Decision of Retention*⁸

4 If a student is retained, the director of schools/designee shall develop an individualized academic
 5 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
 6 the plan shall be provided to the student's parent/guardian within ten (10) days of its development.
 7 This plan shall include at least one of the following strategies:

- 8 1. Adjustment to the current instructional strategies or materials;
- 9
- 10 2. Additional instructional time;
- 11
- 12 3. Individual tutoring outside of school hours;
- 13
- 14 4. Modification to the student's classroom assignment to ensure the student receives
 15 instruction from a highly effective teacher; or
- 16
- 17 5. Attendance or truancy interventions.

18 The director of schools shall develop procedures to ensure proper monitoring of students who are
 19 retained and appropriate recordkeeping.

20 For the purpose of determining the effectiveness of retention toward improving student achievement,
 21 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
 22 least three (3) times during the school year in which the student is retained.

23 *Decision of Retention – Third Grade*⁹

24 Third grade students shall not be promoted to the next grade unless they are determined to be
 25 proficient (i.e., receive a performance level rating of "Met" or "Exceeded") in English language arts
 26 (ELA) based on the student's most recent TCAP test.

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

- 28 1. A student in third grade receiving a performance level rating of "approaching" on the ELA
 29 portion of the student's most recent TCAP test may be promoted if:
 - 30 a. The student is an English language learner and has received less than two (2) full years
 31 of ELA instruction;
 - 32 b. The student was previously retained in grades K-3;
 - 33 c. The student is retested before the next school year and scores proficient in ELA;

- 1 d. The student attends a learning loss bridge camp before the next school year, maintains a
2 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
3 test at the end of the camp; or
- 4 e. The student receives tutoring for the entirety of the next school year in accordance with
5 state law.
- 6 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
7 ELA standards by scoring within the fiftieth percentile on the most recently
8 administered state-provided benchmark assessment and the district provides tutoring
9 services to the student during the entire fourth grade school year and notifies the
10 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
11 programming.
- 12 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
13 the student's most recent TCAP test may be promoted if:
- 14 a. The student is an English language learner and has received less than two (2) full years
15 of ELA instruction;
- 16 b. The student was previously retained in grades K-3;
- 17 c. The student is retested before the next school year and scores proficient in ELA; or
- 18 d. The student attends a learning loss bridge camp before the next school year, maintains a
19 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
20 school year in accordance with state law.

21 *Decision of Retention – Fourth Grade⁹*

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

- 24 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
25 next school year; and
- 26 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
27 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
28 fourth grade school year. in accordance with state law or because of attending a learning loss
29 bridge camp must maintain a ninety percent (90%) attendance rate
- 30 3. A student receiving tutoring for the entirety of the next school year in accordance with state law
31 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
32 student may be promoted to fifth grade.

33 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate
34 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 35 1. The student's principal shall convene a conference consisting of the following parties: the
36 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

1
2 2. The conference shall review the student's fourth grade ELA performance to determine if the
3 student should be promoted to fifth grade.

4 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
5 following:

6 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
7 the student's fifth-grade year; or

8 b. The student will be retained in fourth grade. A student shall not be retained more than
9 once in fourth grade.

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

11 *Decision of Retention – Students with Disabilities*¹⁰

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

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

17 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
18 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
19 made to the assistant principal or principal of the school within (5) business days. The student and
20 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall
21 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing
22 within (5) business days to determine if the student will be promoted and issue such decision within (5)
23 business days. Upon notification of the committee decision, the principal shall send written notification
24 to the Director of Schools/designee and the parent(s)/guardian(s).

25 For students where retention is required per the additional requirements for students in third and fourth
26 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
27 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6) Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7) Public Acts of 2024, Chapter No. 989
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

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

Promotion and Retention

1. Parents and students are to be made aware of the retention policy at the beginning of the school year.
2. Close contact should be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks. Personal contacts and requests for conferences should be scheduled and documented when warranted.
3. Parents should be contacted by February to be made aware of the risk for retention.
4. Within the last nine weeks, the principal shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, principals will review and approve the decision regarding retention.
5. No later than two weeks prior to the end of school, a letter should be mailed to the parents of students being retained; informing them of the teacher's intent. Parents should be invited to a conference so they may have a full explanation and justification of the retention. This conference should be positive oriented, permitting parent reaction. Letters are to be sent through and signed by the principal.
6. Copies of retention letters should be maintained in the student's permanent record. Teachers should be aware that parents may appeal a retention. The proper chain of command starts with the principal, then the supervisor, next the director of schools, and last the board of education.
7. An appropriate instructional program should be developed for students who are retained. Alternate staff, materials, and instructional strategies should be used when possible and warranted.
8. At the end of each year, the principal will submit to the director a list of students who have been retained, grade level, and reasons for retention. Progress of these students will be monitored by the instructional staff for at least 3 yrs.
9. The following retention criteria should be considered:
 - a. More than two F's (final grade) in the major subjects.
 - b. Excessive absenteeism
 - c. Previous retentions
 - d. Age and maturity
 - e. Socialization
 - f. Psychological effect of retention on student
 - g. Teacher judgment as to benefit of retention

Hickman County Board of Education

Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 08/07/23
	Rescinds: 5.307	Issued: 12/05/22

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault
2 or other violent criminal acts committed in the course of the teacher's employment duties, shall receive
3 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or
4 his/her physician determines the teacher is permanently unable to return to work. If the teacher
5 receives workers' compensation or other similar benefits, the Board shall pay the difference between
6 that amount and the teacher's full salary.¹

7 Employees shall be notified of their right to report a physical assault to the appropriate law
8 enforcement agency.¹

9 An employee who is absent from assigned duties as a result of personal injury caused by physical
10 assault or other violent criminal acts committed in the course of the employee's employment duties
11 shall receive his/her full salary and full benefits until the employee is released by his/her physician to
12 return to work or his/her physician determines the employee is permanently unable to return to work.
13 Hourly employees shall receive an amount representing the average number of hours the employee
14 works for the district per pay period along with their full benefits, if available, until the employee is
15 released by his/her physician to return to work or his/her physician determines the employee is
16 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay
17 and benefits if he/she has been employed by the district for less than one (1) full pay period.²

18 If the employee receives workers' compensation or other similar benefits, the Board shall pay the
19 difference between that amount and the employee's full salary or average pay, as applicable.² The
20 district shall pay the full salary or average salary, or the difference between the employee's full salary
21 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
22 (1) year

23 PHYSICIAN STATEMENT

24 A signed statement listing the cause of the absence shall be provided by the employee on forms
25 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
26 of all claims. A certificate from the physician on forms furnished by the director of schools may also
27 be required to verify the extent of the injury.²
28

Legal References

1. Public Acts of 2024, Chapter No. 915
2. TRR/MS 0520-01-02-.04(4)(b)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Hickman County Board of Education

Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 02/06/23
	Rescinds: 5.701	Issued: 08/01/22

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

7 APPLICATION/QUALIFICATIONS

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

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

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

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

15 COMPENSATION

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

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

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be
24 taught.⁶ When substituting for a teacher without sick leave, the substitute shall be certified and paid
25 according to the state salary schedule.¹

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 that includes the annual school safety training required
15 by state law.

16 RESPONSIBILITIES

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

19 RE-EMPLOYMENT/TERMINATION

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

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

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)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

Each year substitute applicants must attend a substitute workshop before working. Applicants must also watch a required two hour online suicide training. First time applicants or any applicant who has not subbed in the last year (12 months) must submit to a required background check.

Each principal/assistant principal shall inform staff members of procedures to follow in the event a substitute teacher is needed.

Each substitute teacher must sign in at the front office and obtain an ID badge and room key for the day. Once the duties are complete the substitute must return the ID badge and room key and sign out on the same form.

In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory);
2. Class rolls with seating charts; and
3. Lesson plans and other information for the day's activities. In case of an emergency when plans are not provided, the principal shall provide the substitute with directions for the day and a grade or subject level teacher to reference for assistance.
4. An emergency procedure card should be left for the substitute teacher as well a fire evacuation route posted by the door.

The principal/designee will provide pertinent information about the school to substitute teachers. This information shall contain but shall not be limited to:

- a. Attendance procedures;
- b. Lunchroom schedule and procedures;
- c. Procedures for supervising student behavior;
- d. Names and assignments of regular staff members;
- e. Emergency evacuation procedures and Annual School Safety Training;
- f. Other helpful information particular to the local school

All secretaries, clerks, and educational assistants are approved substitute teachers in the case of an emergency when a substitute teacher is unavailable. They will be compensated at the rate of the substitute teacher or their regular rate, whichever is higher, but they cannot receive compensation for both positions at the same time.

Licensed teachers that volunteer to serve as substitute teachers in the case of an emergency when a substitute teacher is unavailable will be compensated at a rate of \$25.00 per class period of additional teaching duties. The teacher will utilize the lesson plans and activities of the teacher of record to provide instruction during the additional time as a substitute. Additional duties shall be recorded by the principal of the school and submitted for additional compensation to the Central Office monthly. Licensed teachers cannot be required to serve as a substitute teacher, but they can be asked if they would consider substituting in case of emergency.

Hickman County Board of Education

Descriptor Term:

Qualifications and Duties of the Director of Schools

Descriptor Code:

5.802

Issued Date:

02/06/23

Rescinds:

5.802

Issued:

08/02/21

1 QUALIFICATIONS

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all facility management, and to the conduct of such other duties as may be
13 assigned by the board. The director of schools may delegate these duties together with appropriate
14 authority but may not delegate nor relinquish ultimate responsibility for results or any portion of
15 accountability.

16 ESSENTIAL FUNCTIONS

17 General Administrative

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those
19 board-established priorities.
- 20 2. Prepares and recommends short and long-range plans for board approval and implements those
21 plans when approved.
- 22 3. Prepares, in conjunction with the board chair, agenda recommendations relative to all matters
23 requiring board action, including all facts, information, options, and reports needed to assure
24 informed decisions. Provides advice and counsel to the board on matters before it.
- 25 4. Attends all regular and special meetings of the board and keeps a complete and accurate record
26 of the proceedings of all meetings of the board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
28 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement board policy or for the items deemed
2 necessary for the efficient operation of the schools and disseminates these procedures to
3 appropriate staff.
- 4 7. Keeps the board informed regarding development in other districts or at state and national
5 levels that would be helpful to the district.
- 6 8. Ensures that all local, state, and federal standards for the health and safety of the students and
7 staff are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee
9 and the rules and regulations of the State Board of Education.¹

10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development
12 and implementation of sound business practices. Continually assesses business practices to
13 achieve efficiency.
- 14 2. Prepares, annually, a budget and submits it to the board for approval. Presents approved budget
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the board detailing all receipts and expenditures of the
17 public school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
19 district's financial and physical resources.

20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the board and shown on the system
22 organization chart. Lines of authority shall not restrict the practical working relationships of all
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
25 recommends to the board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such
29 action to the board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the board relating to personnel
33 matters to all and receives employees' communications to be made to the board.

- 1 7. Evaluates principals annually.
- 2
- 3 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
- 4 temporary teaching permit who have been suspended or dismissed, who have resigned,
- 5 following allegations of conduct, including sexual misconduct, which, if substantiated, would
- 6 warrant consideration for license suspension or revocation, or who have been convicted of a
- 7 felony. This report shall also be made if the licensed educator has pleaded guilty or nolo
- 8 contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent
- 9 offense in another jurisdiction.² The report shall be submitted within thirty (30) days of the
- 10 suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

11 Instructional Leadership

- 12 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
- 13 educational program designed to meet the needs of the community and to carry out the policies
- 14 of the board. Ensures that a system of thorough and efficient education, as defined by state law,
- 15 is available to all students.
- 16 2. Recommends to the board for its adoption all courses of study, curriculum guides, and major
- 17 changes in tests and time schedules to be used in the schools.
- 18 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 19 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
- 20 programs.
- 21 5. Conducts a periodic audit of the total school program and advises the board of
- 22 recommendations for the educational advancement of the schools.
- 23 6. Seeks out available sources for grant funding to support programs and projects.
- 24 7. Ensures that the goals of the school system are adequately reflected in its educational program
- 25 and operations.

26 Community/Public Relations

- 27 1. Promotes community support of the schools. Interprets district programs and services, reports,
- 28 plans, events, and activities of interest and solicits community opinions regarding school and
- 29 educational issues.
- 30 2. Identifies available community resources and links to social service agencies that support
- 31 education and healthy child development.
- 32 3. Develops strategies to promote parental involvement in their student's education and provides
- 33 opportunities for parent-teacher interaction.
- 34 4. Maintains contact and good relations with local media. Acts as the board's spokesperson.

- 1 5. Ensures that the district interests will be represented in meetings and activities of municipal
2 and other governmental agencies.
- 3 6. Represents the school system and its interests in community organizations, activities, and
4 projects.
- 5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the
6 board and the director of schools. Salary to be determined by the board. A written contract can be
7 executed with a duration up to four (4) years which may be renewed.
- 8 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
9 and the board's policy on evaluation of the director of schools.
- 10 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature
11 and level of work being performed by the person assigned to this position. They are not intended to be
12 a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); TCA 49-5-106(f); Public Acts of 2024, Chapter No. 577

Cross References

Executive Committee 1.301
 Board-Media Relations 1.502
 Administrative Procedures 1.601
 Administrative Committees 1.602
 Administrative Reports 1.603
 School District Planning 1.701
 Job Descriptions 5.103
 Application and Employment 5.106
 Evaluation of the Director of Schools 5.803

Hickman County Board of Education

Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 03/06/23
	Rescinds: 6.203	Issued: 01/04/21

1 Any student entering school for the first time must present:

- 2
- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
- 4
- 5 2. Evidence of a current medical examination.² There shall be a complete medical examination of
- 6 every student entering school for the first time. This applies to kindergarten, first grade and
- 7 other students for whom there is no health record; and
- 8
- 9 3. Evidence of state-required immunization.³

10 The name used on the records of a student entering school must be the same as that shown on the birth
11 certificate unless evidence is presented that such name has been legally changed through a court as
12 prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used
13 on the records of such student will be the same as that shown on documents which are acceptable to
14 the school principal as proof of date of birth.

15 The name used on the records of a student entering the Hickman County School System from another
16 school must be the same as shown on records from the school previously attended unless evidence is
17 presented that such name has been legally changed through a court as prescribed by law.⁴

18 No student shall be granted entrance under disciplinary action from another system.

19 A child whose care, custody and support has been assigned to a resident of the district by a power of
20 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
21 filed with the district office.⁵

22 A student may transfer into the school system at any time during the year if his/her parent(s) or legal
23 guardian moves his/her residence into the school system.

24 ADJUDICATED DELINQUENT STUDENT⁶

25 A principal or principal's designee may ask a parent/guardian in writing if their student has been
26 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
27 first enrolling in the school and when any such student:

- 28 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 29
- 30
- 31 2. Changes schools within this state.

1 This information shall be shared only with school employees who have responsibility for classroom
2 instruction of the student, the school counselor, social worker, or psychologist who is developing a
3 plan for the student while in the school, and the school resource officer. Such information is otherwise
4 confidential and shall not be released to others, and the written notification shall not become a part of
5 the student's record.⁷

6 ~~Parents, guardians, or legal custodians of students who enter school who have been judged delinquent~~
7 ~~for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless~~
8 ~~endangerment shall notify the principal by providing the abstract of record required by law or other~~
9 ~~similar written information.⁶ This information shall be shared only with school employees who have~~
10 ~~responsibility for classroom instruction of the student. Such information is otherwise confidential and~~
11 ~~shall not be released to others except as required by law. The written notification shall not become a~~
12 ~~part of the student's record.⁷~~

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505

Hickman County Board of Education

Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 05/01/23
	Rescinds: 6.318	Issued: 08/01/22

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. The principal may ask the
6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
7 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
9 the request.

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

11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
12 suspended or expelled from the former school district.²

Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Hickman County Board of Education

Descriptor Term: Code of Behavior and Discipline Procedures	Descriptor Code: 6.313	Issued Date: 08/07/23
	Rescinds: 6.313	Issued: 05/01/23

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

3 The Board delegates to the Director of Schools the responsibility of developing specific codes of
4 conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-
5 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI² (Response to
6 Instruction and Intervention) and PBIS (Positive Behavior Interventions and Supports) framework.
7 Exclusionary discipline shall only be used as a measure of last resort.² The development of each code
8 shall involve principals and staff members of each level and shall be consistent with the relevant
9 policies as adopted by the Board.³

10 The following levels of misbehavior and disciplinary procedures and options are standards designed to
11 protect all members of the educational community in the exercise of their rights and duties and to
12 maintain a safe learning environment where orderly learning is possible and encouraged.⁴ These
13 misbehaviors apply to student conduct on school buses, on school property, and while students are on
14 school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a
15 manner that:⁵

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

23 In order to ensure that these goals are accomplished, the school district shall utilize the following
24 trauma-informed discipline practices: restorative practices, RTI²B (Response to Instruction and
25 Intervention for Behavior), multi-tiered system of supports, behavior intervention plans, ACEs
26 (Adverse Childhood Experiences).

MISBEHAVIORS: Level I

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

1 ***Examples (not an exclusive listing):***

- 2 Classroom disturbances
3 Classroom tardiness
4 School Bus disturbances
5 Cheating and lying
6 Littering
7 Gambling
8 Disrespect to teachers/staff
9 Abusive language
10 Nondefiant failure to do assignments or carry out directions
11 Dress Code Violations wearing while on the grounds of a public school during the regular
12 school day, clothing that exposes underwear or body parts in an indecent manner that disrupts
13 the learning environment⁶ or any violation of school board policy 6.310
14 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

15 ***Disciplinary Procedures:***

- 16 Immediate intervention by the staff member.
17 Determine what offense was committed and its severity.
18 Determine the offender and that he/she understands the nature of the offense.
19 Employ appropriate disciplinary options.
20 Record of the offense and disciplinary action maintained by staff members.
21 Communicate with the parent or guardian of the student if the disciplinary action is referred
22 outside of the classroom.

23 ***Disciplinary Options:***

- 24 Verbal reprimand
25 Special Assignment
26 Restricting activities
27 Assigning work details
28 Counseling
29 Withdrawal of privileges
30 Issuance of demerits which might affect citizenship or deportment grades
31 Strict supervised study
32 Detention
33 Corporal punishment
34 In-school suspension
35 Out-of-school suspension

1 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction
 2 and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,
 3 ACEs (Adverse Childhood Experiences).

MISBEHAVIORS: Level II

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

Examples (not an exclusive listing):

4
 5 Continuation of unmodified Level I behaviors
 6 School or class tardiness
 7 Use of tobacco, vaping, or e-cigarettes
 8 Using forged notes or excuses
 9 Disruptive classroom behavior
 10 Disruptive school bus behavior
 11 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)
 12 Violations to the AUP (Acceptable Use Policy) in regards to the internet and devices

Disciplinary Procedures:

13
 14 Students are referred to the principal for appropriate disciplinary action.
 15 Principal meets with the student and teacher.
 16 Principal or teacher attempts to notify and communicate with the parent/guardian of the
 17 student.
 18 Principal hears accusations made by the teacher, permits the student the opportunity of
 19 explaining his/her conduct, denying it or explaining any mitigating circumstances.
 20 Principal takes appropriate disciplinary action and notifies the teacher of action.
 21 Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

22
 23 Teacher/schedule change
 24 Modified probation
 25 Behavior modification
 26 Social probation
 27 Peer counseling
 28 Referral to outside agency
 29 In-school suspension
 30 Transfer
 31 Detention
 32 Suspension from school-sponsored activities or from riding school bus

- 1 Corporal punishment
 2 Restricting school related honors student is otherwise due
 3 Out-of-school suspension not to exceed ten (10) days.
 4 Referral to law enforcement.
 5 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction
 6 and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,
 7 ACEs (Adverse Childhood Experiences).
 8
 9 For use of tobacco, vaping or e-cigarettes- 1st offense 2 days ISS(in-school suspension), 2nd
 10 offense-3 days ISS (in-school suspension), 3rd offense- 5 days ISS (in-school suspension), 4th or
 11 more offenses: Suspension in addition to the foregoing, when a student is found to be in
 12 possession of tobacco or nicotine. For each offense a court petition must be filed.

MISBEHAVIORS: Level III

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

13 *Examples (not an exclusive listing):*

- 14 Continuation of unmodified Level I and II behaviors
 15 Fighting
 16 Vandalism (minor) Less than \$500.00
 17 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes
 18 Alcohol-possessing, acquiring, attempting to acquire, consuming, being under the influence of,
 19 selling or attempting to see, distributing or transmitting alcoholic beverages.
 20 Stealing
 21 Threats to others-A threat communicated verbally or demonstratively to inflict physical or other
 22 harm on any school employee, any other person acting in an official capacity on behalf of the
 23 school, or any other student. To be a violation of this rule, the threat must be one which would
 24 cause a person to reasonably fear imminent bodily injury or well-being.
 25 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)
 26 Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-
 27 Bullying, and/or Hazing- hazing is any intentional or reckless act, on or off school property, by
 28 a student, that endangers the mental or physical health or safety of that student, or that induces
 29 or coerces a student to endanger such student's mental or physical health or safety.

30 *Disciplinary Procedures:*

- 31 Students are referred to the principal for appropriate disciplinary action.
 32 Principal meets with the student and teacher.
 33 Notify the parent or guardian of the student.
 34 Principal hears the accusation by the accusing party and permits the offender the opportunity of
 35 explaining conduct.
 36 Principal takes appropriate disciplinary action.

1 Principal may refer the incident to the director of schools and make recommendations for
2 consequences.

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

6 Disciplinary action can be appealed to the SDHA (Student Discipline Hearing Authority) under
7 board policy guidelines.

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

9 ***Disciplinary Options:***

10 In-school suspension

11 Alternative School

12 Detention

13 Corporal punishment

14 Restitution from loss, damage or stolen property

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

16 Social adjustment classes

17 Transfer

18 Referral to law enforcement

19 Expulsion

20 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction
21 and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,
22 ACEs (Adverse Childhood Experiences).

23 Alcohol- 30 day suspension or alternative school placement

MISBEHAVIORS: Level IV

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

24 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
25 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
26 death to another person.⁷

27 ***Examples (not an exclusive listing):***⁸

28 Unmodified Level I, II and III behaviors

29 Death threat (hit list)

30 Bomb threat

31 Extortion

32 Possession/use/transfer of dangerous weapons (as defined below)*

1 Bringing a firearm to school or being in possession of a firearm at school or knowingly
2 possessing, handling, transmitting, or using a weapon, or knowingly possessing an object with
3 the intent of going armed, or use of any object in a threatening or assaultive manner. Weapons
4 include, but are not limited to, firearms, BB guns, pellet guns, ammunition, explosives, knives
5 with blades of 2 1/2 inches or more in length, switchblades, razorblades, box cutters, bowie
6 knife, hawk bill knife, or other like instruments utilizing a razor blade and ice picks, daggers,
7 slingshots, leaded canes, blackjacks and knuckles.
8

9 Other Weapon Offenses: A student shall not knowingly possess, handle, or transmit oleoresin
10 capsicum (pepper spray), a knife with blade less than 2 ½ inches in length or a weapon replica.
11 An exception applies to weapon replicas when school authorities specifically authorize the use
12 of weapon replicas in instances such as the color guard, a prop in a school play, and the like.
13

14 Threat of mass violence on school property or at a school-related activity*

15 **Assault**

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

18 Aggravated assault*

19 Electronic Threats as defined in 6.309*

20 Vandalism (excess of \$500)

21 Theft/possession/sale of stolen property (excess of \$200)

22 Arson

23 Use/transfer of unauthorized substances

24 Possession of unauthorized substances(as defined below)*

25 Drugs- unlawfully possessing, acquiring, attempting

26 to acquire, using, being under the influence of, selling or attempting to sell, distributing or
27 transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants,
28 or any other controlled substance.
29

30 Drug Paraphernalia-Drug look-alikes or paraphernalia shall include pills, powder
31 or any substance which gives the appearance of prohibited drugs. Drug paraphernalia shall
32 include roach clips, rolling papers, pot pipes, dab pens, pagers or any other device or materials
33 used with illegal substances
34

35 Representation of any Substance as an Illegal Drug or Controlled Substance Possessing,
36 Acquiring, attempting to acquire, using (whether by inhalation, ingestion or injection), being
37 under the influence of, selling or attempting to sell, distributing or transmitting
38 any designer, synthetic or counterfeit drug, any illegal performance enhancing drug, any
39 substance that causes impairment, any substance which is inappropriately used to alter
40 the mind, mood or behavior, or any other substance used as a drug. This Disciplinary Offense
41 covers anything used as a drug not covered in the Drugs section of the Zero-Tolerance
42 Offenses.
43

44 Harassment /Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

45 ***Disciplinary Procedures:***

1 Law enforcement officials and the Director of Schools are immediately contacted, if
 2 applicable.⁹

3 Principal confers with appropriate staff members and with the student.
 4 Principal hears the accusation by the accusing party and permits the offender an opportunity of
 5 explaining conduct.

6 Parents are notified.

7 Law enforcement officials are contacted.

8 Incidents are reported and recommendations made to the director of schools.

9 Complete and accurate reports are submitted to the director of schools.

10 Students can appeal the disciplinary action to the SDHA (Student Discipline Hearing
 11 Authority) under the board policy guidelines.

12 *Disciplinary Options*

13 Expulsion

14 Alternative schools

15 Other hearing authority or Board action which results in appropriate placement

16 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
 17 by the director of schools on a case-by-case basis.

18 Trauma-informed discipline practices: restorative practices, RTI²B (Response to Instruction
 19 and Intervention for Behavior), multi-tiered system of supports, behavior intervention plans,
 20 ACEs (Adverse Childhood Experiences).

21 **ADDITIONAL GUIDELINES:**

- 22 1. A student shall not be suspended solely because charges are pending against him/her in
 23 juvenile or other court.
- 24 2. An administrator that suspects a student of behavior that is unlawful in nature shall report
 25 the suspicion to the school resource officer for investigation and possible referral to
 26 juvenile court.
- 27 3. A principal shall not impose successive short term suspensions that cumulatively exceed ten
 28 (10) days for the same offense.²
- 29 4. A teacher or other school official shall not reduce or authorize the reduction of a student's
 30 academic grade because of discipline problems except in deportment or citizenship. Only
 31 deportment or citizenship grades may be reduced because of discipline actions.
 32
- 33 5. A student shall not be denied the passing of a course or grade promotion solely on the basis
 34 of failure to:
 35
 - 36 a. pay any activity fee;
 - 37
 - 38 b. pay a library or other school fine; or
 - 39
 - 40 c. make restitution for lost or damaged school property.
 - 41

1 * Zero tolerance offenses

2 **Special Education Procedure:** The discipline of special education students is governed by federal
3 and state laws. If an offense is committed by a special education student, the federal laws may or may
4 not permit punishment as set forth above. In addition, special and different procedures must be
5 followed when an offense is committed by a special education student.

6 **Director's Right to Modify:** The director of schools has the right to modify disciplinary sanctions.
7 Such modification may only be done on a case-by-case basis considering the specific circumstances
8 surrounding the disciplinary sanction.

9 **Safe Harbor Provision:**

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

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;
9. Public Acts of 2024, Chapter No. 882

Cross References

Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Interference/Disruption of School Activities 6.306
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Corporal Punishment 6.314
 Detention 6.315
 Suspension 6.316
 Safe Relocation of Students 6.4081

Hickman County Board of Education

Descriptor Term:

Zero Tolerance Offenses

Descriptor Code:

6.309

Issued Date:

08/07/23

Rescinds:

6.309

Issued:

04/03/23

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated:¹

3 **WEAPONS & DANGEROUS INSTRUMENTS**

4 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school
5 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school
6 grounds at a school-sponsored activity, function or event.

7 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or
8 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily
9 injury or anything that in the manner of its use or intended use is capable of causing death or serious
10 bodily injury.

11 Violators of this section shall be subject to suspension and/or expulsion from school.

12 *Firearms (as defined in 18 U.S.C. § 921)²*

13 In accordance with state law, any student who brings or possess a firearm on school property shall be
14 expelled for a period of not less than one (1) calendar year. ~~The director of schools shall have the~~
15 ~~authority to modify this expulsion requirement on a case by case basis.⁷~~

16 **DRUGS³**

17 In accordance with state law, any student who unlawfully possesses any drug including any controlled
18 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. ~~The~~
19 ~~director of schools shall have the authority to modify this expulsion requirement on a case by case~~
20 ~~basis.⁷~~

21 **ASSAULT^{4,5}**

22 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102
23 upon any teacher, principal administrator, any other employee of the school or school resource officer
24 or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or
25 SRO shall be expelled for a period of not less than one (1) calendar year. ~~The director of schools shall~~
26 ~~have the authority to modify this expulsion requirement on a case by case basis.⁷~~

1 ELECTRONIC THREATS

2 In accordance with state law, any student who transmits by an electronic device any communication
 3 containing a credible threat to cause bodily injury or death to another student or school employee and
 4 the transmission of such threat creates actual disruptive activity at the school that requires
 5 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The
 6 ~~director of schools shall have the authority to modify this expulsion requirement on a case-by-case~~
 7 ~~basis.~~⁷

8 **Valid threats of mass violence on school property or at a school-related activity as determined by a**
 9 **threat assessment team.**⁶

10 **Committing any of these offenses shall result in a student being expelled from the regular school**
 11 **program for at least one (1) calendar year unless modified by the Director of Schools. Modification of**
 12 **the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance**
 13 **offenses may be assigned to an alternative school or program at the discretion of the Director of**
 14 **Schools.**⁷

15 NOTIFICATION

16 When it is determined that a student has violated this policy, the principal of the school shall notify the
 17 student's parent or guardian and the criminal justice or juvenile delinquency system as required by
 18 law.⁸

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1);
Public Acts of 2024, Chapter No. 882

Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

Hickman County Board of Education			
	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 05/01/23
		Rescinds: 6.316	Issued: 04/05/21

1 **DEFINITIONS:**

2 **Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive
3 days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied.

4 **REASONS FOR SUSPENSION:**

5 Any principal, principal-teacher or assistant principal (herein called principal) may suspend any
6 student from attendance at school or any school-related activity on or off campus or from attendance at
7 a specific class or classes, or from riding a school bus, without suspending such student from
8 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited
9 to:¹

- 10 1. Willful and persistent violation of the rules of the school;
- 11 2. Immoral or disreputable conduct, including vulgar or profane language;
- 12 3. Violence or threatened violence against the person of any personnel attending or assigned to
13 any school;
- 14 4. Willful or malicious damage to real or personal property of the school, or the property of any
15 person attending or assigned to the school;
- 16 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 17 6. Marking, defacing, or destroying school property;
- 18 7. Possession of a pistol, gun or firearm on school property;²
- 19 8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;³
- 20 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar,
21 obscene or threatening language;
- 22 10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;⁴
- 23 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 24
- 25
- 26
- 27
- 28

1 12. Assault against a school employee as defined in state law;⁶

2
3 13. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
4 explosive or destructive device including chemical weapons on school property or at a school
5 sponsored event, or an invalid threat of mass violence;⁵

6
7 14. One (1) or more students initiating a physical attack on an individual student on school
8 property or at a school activity, including travel to and from school;

9
10 15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
11 persons or property or disrupts the educational process; and

12
13 16. Any other conduct prejudicial to good order or discipline in any school.

14 Except in an emergency, a principal shall not suspend any student until that student has been advised
15 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

16 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-
17 defense under a reasonable belief that the student, or another to whom the student was coming to the
18 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,
19 the student may not face any disciplinary action.⁵

20 **IN-SCHOOL SUSPENSION:**⁶

- 21 1. Students given an in-school suspension in excess of one (1) day from classes shall attend either
22 special classes attended only by students guilty of misconduct or be placed in an isolated area
23 appropriate for study; and
- 24
25 2. Personnel responsible for in-school suspension will see that each student is supervised at all
26 times and has textbooks and classwork assignments from his/her regular teachers. Students
27 given in-school suspension shall be required to complete academic assignments and shall
28 receive credit for work completed.

29 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:**^{7,8}

- 30 1. Unless the student's continued presence in the school, class or school-related activity presents
31 an immediate danger to the student or other persons or property, no principal shall suspend any
32 student until that student has been advised of the nature of his/her misconduct, questioned
33 about it, and allowed to give an explanation.
- 34
35 2. Upon suspension of any student (in-school suspension in excess of one (1) day), the principal
36 shall make an immediate attempt to contact the parent or guardian to inform them of the
37 suspension. The student shall not be sent home before the end of the school day unless the
38 parent or guardian has been contacted.
- 39

- 1 3. The principal shall notify the parent or guardian and the director of schools or designee in
 2 writing:
- 3 a. Of the suspension and the cause for it; and
 4 b. A request for a meeting with the parent or guardian, student and principal, to be held as
 5 soon as possible, but no later than five (5) days following the suspension.
- 6 4. Immediately following the scheduled meeting, whether or not attended by the parent or
 7 guardian or student, the principal shall determine the length of the suspension and set
 8 conditions for readmission. If the principal determines the length of the suspension to be
 9 between six (6) and the maximum of ten (10) days, the principal shall develop and implement a
 10 plan for correcting the behavior when the student returns to school.
- 11 5. If at the time of the suspension the principal determines that an offense has been committed
 12 which, in the judgment of the principal would justify a suspension for more than ten (10) days,
 13 he/she may suspend the student unconditionally for a specified period of time or upon such
 14 terms and conditions as are deemed reasonable.
- 15 6. The principal shall immediately give written or actual notice to the parent or guardian and the
 16 student of the right to appeal the decision to suspend for more than ten (10) days. The notice
 17 shall include a statement that, unless the student's parent or guardian requests an open hearing
 18 in writing within five (5) days of receipt of the notice, any hearing will be closed to the public.
 19 All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice
 20 and may be filed by the parent or guardian, the student or any person holding a teaching license
 21 who is employed by the school system if requested by the student.
- 22 7. The appeal from this decision shall be to disciplinary hearing authority appointed by the Board.
 23 If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the
 24 Board.
- 25 8. If the suspension occurs during the last ten (10) days of any term or semester, the student shall
 26 be permitted to take such final examinations or submit such required work as necessary to
 27 complete the course of instruction for that semester, subject to conditions prescribed by the
 28 principal.⁹

34 SCHOOL-SPONSORED EVENTS⁶

35 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
 36 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
 37 is not directly related to a student's grade in a course of instruction.

Legal References

- 1) TCA 49-2-203(a)(7); TCA 49-6-3401(a)
- 2) TCA 39-17-1309(b)
- 3) TCA 39-17-1309
- 4) TCA 53-10-101; TCA 39-17-454
- 5) TCA 49-6-3401(i); Public Acts of 2024, Chapter No. 882

Cross References

- Traffic and Parking Controls 3.403
- Code of Conduct 6.300
- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Drug-Free Schools 6.307
- Bus Safety and Conduct 6.308

- 6) Public Acts of 2024, Chapter No. 915; TCA 39-13-101
- 7) TCA 49-6-3401(b)(1)
- 8) TCA 49-6-3401(c)(3)
- 9) TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415
- 10) TCA 49-6-3401(d)

Zero Tolerance Offenses 6.309
Dress Code 6.310
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319

Hickman County Board of Education

Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 05/01/23
	Rescinds:	Issued:

1 *General*

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure
3 locations to be administered to any student believed to be having a drug overdose. School nurses and
4 other school personnel expected to provide emergency care to students shall be trained according to the
5 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
6 utilize the school's supply of opioid antagonists to respond to a drug overdose, under a standing
7 protocol from a physician.

8 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
9 antagonist while the person is on school property or attending a school-sponsored activity held at a
10 location that is not school property.²

11 **NOTIFICATION AND RESPONSE**

12 The school nurse, school resource officer or other trained school personnel will notify or delegate
13 notification of the school ERT team, EMS/911 personnel and the parent(s)/guardian(s) any time an
14 opioid antagonist is administered to any student. The school nurse, school resource officer or other
15 trained school personnel should respond to the scene with the AED.

16 **LIABILITY**

17 If a student is injured or harmed due to the administration of an opioid antagonist that a physician has
18 prescribed to an LEA under Tennessee State Law TCA 49-50-1604(C) the physician shall not be held
19 responsible for the injury unless the physician issued the prescription or standing protocol with
20 intentional disregard for safety.

21 Similarly, if a student is injured or harmed due to the administration of an opioid antagonist to the
22 student by a school nurse, school resource officer or other trained school personnel under Tennessee
23 State Law TCA 49-50-1604(c), the school nurse, school resource officer or school employee who
24 administered the opioid antagonist with an intentional disregard for safety.

1 **PROCEDURES**

- 2 The director of schools shall develop procedures for the maintenance and usage of opioid antagonists as
3 well as procedures regarding record keeping and reporting after any incident.
- 4 Training will be provided until competency is demonstrated and retraining shall be completed on a
5 yearly basis. Training will be documented and include a skills checklist, instructor's name, trainee's
6 name, date of training and documentation of competency of trainee to administer opioid antagonist. A
7 copy of the trainee's competency training form will be kept in the Coordinated School Health office.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604
2. Public Acts of 2024, Chapter No. 629

Hickman County Board of Education			
	Descriptor Term: <p style="text-align: center;">Reporting Child Abuse</p>	Descriptor Code: <p style="text-align: center;">6.409</p>	Issued Date: <p style="text-align: center;">07/10/23</p>
		Rescinds: <p style="text-align: center;">6.409</p>	Issued: <p style="text-align: center;">08/01/22</p>

1 *General*

2 The Director of Schools shall:¹

- 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 and submit this information to the Department of Children's Services;
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7 3. Supply the Coordinator with all necessary resources;
- 8 4. Ensure that all employees working directly with students annually complete the child abuse
 9 training program required by state law.²

10
 11 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
 12 child abuse or child sexual abuse.

13 **REPORTING**

14
 15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ 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.⁴ 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.⁵

21
 22 The report shall include, to the extent known by the reporter:⁶

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

28
 29 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
 30 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 investigations⁷ 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.⁸

Legal References

1. TCA 49-6-1601; Public Acts of 2024, Chapter No. 571
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
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); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

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



Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: August 2024

The following policies are up for ~~1st~~^{2nd} reading with proposed changes due to changes in the law. TSBA sent model policies that were used to update our current policies. Additions are in yellow and deletions have been struck through.

2nd Reading:

Policy 1.501 - Visitors to the Schools

Public Chapter 810 requires Boards to adopt a code of conduct for each school in the district. This code must be placed where visitors can see it and must also contain the name and the board of professional responsibility number of the attorney who reviewed it.

Policy 1.800 - School Calendar

A recent change to state law may require some districts to close on the day of the presidential election primary.

Policy 2.403 - Surplus Property Sales

Previously, legal notices were required to be placed in newspapers. Under a new change to state law, these notices are also required to be placed online on a "news and information website."

Policy 2.806 - Bids and Quotations

Several changes to state law impact policies on bids and quotations. In addition to the legal requirement to post the information online, as described above, the bidding threshold has been changed, and there is a new exemption from competitive bidding. Public Chapter 513 removes the \$10,000 threshold and standardizes bidding thresholds at \$25,000 or \$50,000 for Boards that do not follow the procedures of their local funding body. Please note, that the \$50,000 is available to Boards with a centralized purchasing authority and the \$25,000 applies if there is no centralized purchasing. Additionally, Public Chapter 661 exempts bulk fuel purchases that exceed bidding limits from bidding requirements.

Policy 3.202 - Emergency Preparedness Plan

Public Chapter 563 requires districts to develop procedures on how staff will determine the cause of fire alarm activation including the potential for an active shooter event. TSBA has included a provision on this requirement in their model policy and will include a model template in their upcoming administrative procedure update. As the contents of the procedure will differ across

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districts, TSBA recommends working with local law enforcement and the local fire department to develop the specifics of individual procedures. This new law will also require updates to the district's safety plan.

Policy 3.205 - Security

A new state law, Public Chapter 882, requires that principals immediately report certain types of assaults and certain acts of vandalism to the Director of Schools and local law enforcement.

Policy 3.400 - Student Transportation Management

A change from the 2023 legislative session, Public Chapter 122, goes into effect July 1, 2024. This new state law requires Boards to issue certificates to bus drivers. These certificates may be revoked if the bus driver is no longer fit to operate a school bus. In addition, Public Chapter 548 requires notices to be posted on buses stating that only authorized individuals may enter.

Policy 4.201 - Class Size Ratios

Public Chapter 712 modifies class size requirements to allow greater flexibility in Career and Technical Education class sizes for grades 6-8.

Policy 4.213 - Family Life Curriculum

Several changes to state law impact instruction with the family life curriculum. Public Chapter 571 requires that information on internet crimes against children be incorporated into this instruction and that the name of the instructor be reported to the Department of Children's Services. Separately, Public Chapter 795 requires that the family life curriculum that covers human growth, human development, or human sexuality, include a video of fetal development. Finally, Public Chapter 970 prohibits instruction on topics related to sexual activity for students in grades K-5.

Policy 4.214 - Use of Artificial Intelligence Programs

Public Chapter 550 requires all Boards to adopt a policy on the use of artificial intelligence for instructional and assignment purposes. This is a new model policy that covers this topic. As this is an emerging area of technology, TSBA recommends working closely with district staff to ensure implementation aligns with board policy. More updates to this policy may be forthcoming as this area of law and technology develops.

Policy 4.301 - Interscholastic Athletics

Per a new state law, Public Chapter 639, home school students will be able to participate in interscholastic athletics in schools that are not members with TSSAA or TMSAA. Essentially, this will allow home-school student participation in all sports.

Policy 4.403 - Library Materials

Public Chapter 782 revises the "Age Appropriate Materials Act of 2022". These changes to state law establish standards for immediate removal of material if it contains content defined in TCA 39-17-901 (i.e., nudity, sexual excitement, sexual conduct, excess violence, sadomasochistic abuse, material that is patently offensive or appeals to the prurient interest). Additionally, if the Board does not take action on feedback within sixty days, the student, parent/guardian, or employee who submitted the feedback may appeal to the State Textbook and Instructional Materials Quality Commission to evaluate the material.

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Policy 4.600 - Grading System

A recent change to State Board of Education regulations revises the percentage points for Dual Enrollment courses from 4% to 5% for the purpose of calculating semester average grades beginning in the 2024-2025 school year.

Policy 4.603 - Promotion and Retention

Two new state laws make further changes to promotion and retention. Public Chapter 829 allows parents/guardians to voluntarily retain their students in grades K-2 if the student has a documented academic or behavior delay and the parent/guardian believes retention may benefit the student.

Additionally, Public Chapter 989 creates a new promotion pathway to the 5th grade for students facing possible retention in the 4th grade. Under the new law, when certain students do not meet adequate growth on the ELA portion of the 4th grade TCAP test, a committee including the student's parent/guardian, ELA teacher, and principal will convene to determine whether the student will be promoted or retained. Each category of participants in the committee may make a recommendation to promote or retain the student. For example, if two parents attend the committee meeting, they still only get to contribute 1 of the 3 total recommendations. If at least 2 of the 3 committee members agree that the student is ready for the 5th grade, then that student may be promoted, provided they participate in mandatory tutoring for the entirety of their 5th grade year.

Policy 5.307 - Physical Assault Leave

Previously, per state law, physical assault leave was only available to teachers. Public Chapter 839 expands this type of leave to include any employee who is absent from assigned duties as a result of physical assault or other violent criminal acts committed in the course of their employment duties. Included is a notice requirement per Public Chapter 915.

Policy 5.701 - Substitute Teachers

Public Chapter 735 requires that substitute teachers receive annual school safety training.

Policy 5.802 - Qualifications and Duties of the Director of Schools

State law now requires the Director of Schools to report additional educator information to the State Board of Education. Public Chapter 577 requires that a report be made if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction.

Policy 6.203 - School Admissions & Policy 6.318 - Admission of Suspended or Expelled Students

While state law already requires parents/guardians to provide information to the school district if their student has been adjudicated delinquent for certain offenses, Public Chapter 721 clarifies that principals may specifically request this information from parents/guardians.

Policy 6.300 - Code of Conduct (This is Hickman County's 6.313)

Public Chapter 882 requires that assaults on school property be immediately reported to local law enforcement and the Director of Schools. TSBA has modified the language in Tier IV to reflect this requirement. Additionally, Public Chapter 915 creates a separate category of assault for school discipline purposes (i.e., it is distinct from aggravated assault or assault that results in bodily injury).

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Based on this change to state law, TSBA has revised the list of offenses to clarify this distinct offense.

Policy 6.309 - Zero Tolerance Offenses

Public Chapter 882 modifies the current list of zero-tolerance offenses in state law. Now, a threat assessment team will determine whether a threat of mass violence is valid before the offense can be classified as zero tolerance.

Policy 6.316 - Suspension

TSBA has also modified policy 6.316 to specify that invalid threats of mass violence (i.e., those determined by the threat assessment team to not be valid) can result in suspension. Additionally, Public Chapter 915 states if a student assaults an employee, the student can be suspended from attendance at school-sponsored activities for one year. As this new law does not define the term "school-sponsored event", TSBA has included a suggested definition.

Policy 6.4052 - Opioid Antagonist

Public Chapter 629 requires that opioid antagonists be stored in accordance with the manufacturer's instructions and states that school district staff may not prohibit individuals from possessing an opioid antagonist on school property or at off-campus school events.

Policy 6.409 - Reporting Child Abuse

Per Public Chapter 571, districts are required to report the names of the Child Abuse Coordinator and the Alternate Child Abuse Coordinator to the Department of Children's Services.

Informational Items

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

Public Chapter 681 - Serving Whole Milk

This law allows Boards to adopt policies to offer whole milk options in bulk milk dispensers. Providing this would be separate from the reimbursable federal grant process, however, TSBA wanted to let you know about this option.

Public Chapter 801 - Employee Concealed Carry Law

Employees may be permitted to carry concealed firearms on school property if very specific conditions are met per this new state law (e.g., an enhanced handgun carry permit, psychological evaluation, annual training, permission from certain individuals). These changes to state law place the decision-making authority with the chief of the local law enforcement agency, the principal, and the Director of Schools. If the district would like to utilize this option, TSBA recommends speaking with the board attorney and the district's insurer.

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Public Chapter 832 - Reporting Gender Identity Accommodations

A change to state law requires an employee to provide information to parents regarding any requests for gender identity accommodations by their student. We recommend informing employees of these legal obligations.

Public Chapter 1005 - A Clean-Up Bill

Public Chapter 1005 is a general clean-up bill to education statutes that makes several changes and contains a revision that may impact grading policies. This change to TCA 49-6-407 prevents school boards from creating a local grading policy or procedure that establishes a minimum grade above zero.

Public Chapter 1061 - Families' Rights and Responsibilities Act

This Public Chapter clarifies specific rights for parents and guardians. Of note, the new statutes require parent/guardian consent prior to an audio or video recording of a student with a few exceptions. As this could be relevant in recorded disciplinary proceedings, TSBA wanted to let you know. These legal changes also require consent prior to administering medical treatment. While there are some exceptions, TSBA recommends getting prior consent from parents/guardians to ensure district staff can assist students with minor medical situations (e.g., providing a Band-Aid, ice packs).

State Board of Education Policy 3.103 - Graduation Substitutions

The State Board of Education recently updated its policy on graduation credit substitutions to clarify that students may substitute one full-credit course for two half-credit courses.

4.602- Class Ranking- Changes in red proposed by V. Willis

Up for Review:

- 4.400 Instructional Materials
- 4.401 Textbooks
- 4.402 Reconsideration of Instructional Materials and Textbooks
- 4.404 Use of Copyrighted Materials
- 4.406 Use of the Internet
- 4.407 Web Pages

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 10/03/22
	Rescinds: 4.400	Issued: 06/05/22

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.¹ \$200.00 BEP allocations will be distributed by August 1st of
17 each school year, unless otherwise explained by the Director of Schools.

Legal References

1. TCA 49-3-359

Hickman County School System

Instructional Materials

4.400AP

Parent Request for Inspection of Instructional Materials

Hickman County School System

Date of request: _____

School: _____

Teacher: _____ Course: _____

Class Period: _____

Semester: _____

Subject: _____

Grade level: _____

Name of person requesting review: _____

Item you are requesting to review: _____

Reason/Concern:

Cc: Director of Schools Curriculum Supervisor

Hickman County School System

Instructional Materials

4.400AP

Upon receipt of BEP instructional funds (\$200 per teachers), the school shall credit each funded teacher with \$200.00 for the purpose of purchasing instructional materials. All orders will need to be complete before leaving for Spring Break to allow our bookkeepers and principals time to properly prepare for closing the financial books.

Instructional money remaining in the teacher account that is not spent in the current school year will be available in the following school year.

Hickman County Board of Education

Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date: 12/04/23
	Rescinds: 4.401	Issued: 06/05/22

1 SELECTION ¹

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

13 When proposing procurement of new textbooks, the director of schools shall provide the Board with a
14 signed document from the textbook publisher(s) stating they have confirmed the subject textbook(s)
15 comply with TCA 49-6-1019 (also known as "Prohibited Concepts in Instruction")⁵. If a signed
16 statement from the publisher is unavailable, a thorough review of the textbook(s) shall be performed by
17 a qualified person familiar with the subject law and provide a signed statement.

18 COMPLAINTS & RECONSIDERATION

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

22 DISTRIBUTION

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

26 CERTIFICATION⁶

27 Annually, before the director of schools and the chair of the Board certifies compliance of textbooks to
28 the commissioner (due by October 15 of each year), each principal shall provide a signed document
29 stating they have confirmed each student in their school has the correct textbook for each class and that
30 teachers are utilizing the textbook as part of their teaching process.

CARE OF TEXTBOOKS³

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

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

6	Age of Book	Amount Collected
7	1 - 2 years	100% of replacement cost
8	3 - 4 years	75% of replacement cost
9	5 or more years	50% of replacement cost

10 **CARE OF DEVICES**

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

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

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

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

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

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

33 **INSPECTION²**

34 A list of textbooks used by the schools shall be revised annually by building administrators under the
 35 direction of the director of schools. Textbooks shall be available for inspection by parents/guardians

- 1 upon request, and the director of schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

Legal References

1. TCA 49-6-2207(c), (e)-(f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
2. 20 USCA § 1232h(a); TCA 49-6-7003
3. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)
4. TCA 49-3-310(1)(C)
5. TCA 49-6-1019
6. TCA 49-3-310(1)(A)

Cross References

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

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Reconsideration of Instructional Materials and Textbooks	4.402	11/07/22
		Rescinds:	Issued:
		4.402	08/01/22

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

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)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; Public Acts of 2022, Chapter No. 1085

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Hickman County School System

Reconsideration of Instructional Materials and Textbooks

4.402AP

Because opinions differ, there may be questions concerning some instructional materials despite the quality of the selection process. If you request reconsideration of instructional materials, please complete this form and submit it to the building principal.

Complainant's Name

Challenged Materials Requested for Reconsideration

Reason for Challenge of the Materials

I understand, as stated in HCBOE policy 4.402 Reconsideration of Instructional Materials and Textbooks, upon receipt of this completed form, the principal will request review of the challenged materials by an ad hoc materials review committee within fifteen working days, and if I, the complainant, desire further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Complainant's Signature

Date

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Use of Copyrighted Materials</h2>	Descriptor Code: <h3 style="text-align: center;">4.404</h3>	Issued Date: <h3 style="text-align: center;">06/05/22</h3>
		Rescinds: <h3 style="text-align: center;">4.404</h3>	Issued: <h3 style="text-align: center;">03/02/20</h3>

1 In order to define the fair and reasonable use that employees may make of copyrighted work for
 2 educational purposes without the permission of the copyright owner and to reduce the risk of copyright
 3 infringement, the Board shall require the following:

- 4 1. All employees shall adhere to the provisions of the United States Code regarding the
 5 copying and/or the use of copyrighted materials;¹
 6
- 7 2. In the case of computer software, the ethical and practical problems caused by computer
 8 software piracy shall be taught in all computer courses;
 9
- 10 3. The director of schools shall establish specific regulations regarding the copying,
 11 distribution and use of copyrighted materials for instructional purposes; and
 12
- 13 4. The principal of each school shall establish practices which will enforce this policy at the
 14 school level.

Legal References

1. 17 USCA §§ 106, 107, 110

Cross References

- School and System Websites 4.407
 Use of Multimedia 4.408
 Student Publications 6.704

Hickman County Board of Education

Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: 08/01/22
	Rescinds: 4.406	Issued: 06/05/22

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:¹
 - 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:¹
 - Sending or displaying offensive messages or pictures

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

11 **INTERNET SAFETY MEASURES²**

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

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

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

- 25 • Utilizing technology that filters, blocks or otherwise prevents internet access (for both
- 26 students and adults) to material that is obscene, child pornography³ or harmful to
- 27 students
- 28 • Prohibiting and preventing a use from sending, receiving, viewing, or downloading
- 29 materials that are deemed to be harmful to minors;⁴
- 30 • Maintaining and securing a usage log
- 31 • Monitoring on-line activities of students

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

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

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

3 **E-MAIL**

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

9 **INTERNET SAFETY INSTRUCTION⁶**

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

14 **SOCIAL NETWORKING**

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

24 **VIOLATIONS**

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

27 **VENDOR CONTRACTS³**

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

Legal References

1. TCA 39-14-602

Cross References

- Use of Email 1.805

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
- School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Hickman County Board of Education

Descriptor Term: Web Pages	Descriptor Code: 4.407	Issued Date: 06/05/22
	Rescinds: 4.407	Issued: 03/02/20

1 **CONTENT STANDARDS**

2 In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation
3 of school and/or district web pages on the Internet. Only those web pages maintained in accordance with
4 Board policy and established procedures shall be recognized as official representations of the district or
5 individual schools. All information on a school or district web page must accurately reflect the mission,
6 goals, policies, program and activities of the school and district. The web page must have a purpose
7 which falls within at least one of three categories:

- 8 1. Support of curriculum and instruction — intended to provide links to Internet resources for
9 students, parents, and staff in the district;
- 10 2. Public information —intended to communicate information about the schools and district to
11 students, staff, parents, community and the world at large; and
- 12 3. District technology support —intended to provide and respond to instructional and
13 administrative technology needs of students and staff.

16 All material on a school web site shall be either original to the school, in the public domain or posted
17 with the express permission of its rightful owner. This includes, but is not limited to, text, graphics,
18 pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all
19 applicable copyright laws and guidelines.

20 Web sites developed under contract for the school district or within the scope of employment by district
21 employees are the property of the school district.

22 **PRIVACY STANDARDS¹**

- 23 1. Because Internet publications are available to the entire world, special care shall be taken to
24 protect the privacy of students and staff. Web pages may not include personally identifying
25 information regarding a student¹ such as: telephone numbers, addresses, names of other
26 family members, names of friends, e-mail addresses, specific location of a student at any
27 given time, grades or any other academic information. No confidential information shall be
28 published on or linked to the web site.
- 29 2. Student work may be published on web pages only with written consent of the student's
30 parent/guardian or the eligible student before each incident of publication. The authoring
31 student shall also sign a copyright consent form.
- 32 3. Links to student e-mail accounts are prohibited.
- 33

1
2 4. Pictures of students may be included only under the following conditions:
3

- 4 • Individual student pictures may be published on the web site only with written consent
5 of the student's parent/guardian or eligible student.
6 • Pictures of groups of students involved in a school-related activity may be published
7 without consent; however, the students shall only be identified by the group name.
8 • Students shall not be individually identified in pictures unless there is a special reason
9 for doing so, such as recognition for receiving an award. In such cases, the student's
10 parent/guardian or eligible student must give written consent.

11 **ADVERTISING/SPONSORSHIPS**

12 Any use of advertising or sponsorships that appears on a school web site must be approved by the school
13 web administrator, the principal or the director of schools/designee. Guidelines for approval shall be
14 established by the director of schools/designee and must be consistent with the board's policies and
15 guidelines used in other school and district publications.

16 **ADMINISTRATIVE PROCEDURES**

17 The director of schools shall develop administrative procedures for development of web pages including
18 content, quality and consistency standards and shall designate an individual(s) to be responsible for
19 maintaining the official district web page and monitoring all district web page activity. A building
20 principal shall make such designation for an individual school. Schools or departments who wish to
21 publish a web page must identify the webmaster's name, e-mail address and phone number on the web
22 page.

23 **CONCERNS/COMPLAINTS**

24 As with any instructional materials or publication used by or representing the school or district, the
25 building principal or director of schools, respectively, is ultimately responsible for accuracy and
26 appropriateness of the information made available on the web site. Concern about the content of any
27 page(s) created by students or staff should be directed to the building principal or the director of schools'
28 office when related to the district web site. If the concern is not resolved, persons who wish to file a
29 formal complaint shall submit a written request for reconsideration of instructional material.

Legal References

- I. 20 USCA § 1232g (a)(5)(A)-(B); *Elementary
& Secondary Education* (20 USCA § 7908)
Sec. 9528; 10 USCA § 503

Cross References

- Reconsideration of Instructional Materials and Textbooks 4.403
Use of Copyrighted Materials 4.404
Employee-Developed Materials 4.405
Use of the Internet 4.406
Controversial Materials 4.801
Student Publications 6.704

Hickman County School System

Web Pages

4.407AP

Web Pages

The content of the district website shall be created by the staff of the Hickman County Board of Education Central Office with the purpose of providing information to our students, staff, and stakeholders. Quality of content will be continually monitored by the Technology Coordinator and the supervisors of the various departments. All content on the district website is to be compliant with all federal and state requirements including ADA compliance.

The content of each school's website shall be created by an individual identified as the school webmaster by the principal of each school. The content will be created to provide information to our students, staff, and parents of our schools. Quality of content will be monitored by the Technology Coordinator and the principal of each school. The website will be created and maintained using the approved template provided by the district. School webmasters are expected to attend training throughout the school year provided by the Technology Department. School webmasters are to make sure all content compliant with all federal and state requirements including ADA compliance.

CONCERNS/COMPLAINTS

As with any instructional materials or publication used by or representing the school or district, the building principal or director of schools, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or the director of schools office when related to the district website. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration of instructional material.

Hickman County Board of Education

Descriptor Term:

Class Ranking

Descriptor Code:

4.602

Issued Date:

07/11/22

Rescinds:

4.602

Issued:

05/04/20

1 GENERAL

2 Students must be enrolled full time at the home base school to be eligible for ranking among the top
3 high school **seniors students**.

4 Honor roll students will be determined by standards approved by the principal and faculty of each
5 school. Students who meet these standards, and who do not request otherwise, will have their names
6 submitted to the principal each nine (9) weeks for release to the local newspaper.

7 Each school department or club which presents honors or awards or conducts contests will file with the
8 principal the name of the honor, award or contest; the basis for selection of the award and honor; the
9 method of participation; and the reason for the contest.

10 The giving of any prize or medal or the making of any award by persons or agencies outside the
11 schools must have the approval of the Board.

12 HIGH SCHOOL SENIORS

13 All grades (excluding those gained after the initial athletic participation grade) earned in grades
14 9,10,11 and the first semester of grade 12 will be counted toward the grade point average and the rank
15 in class.

16 To become valedictorian or salutatorian, or ranked in the top ten, a student must be enrolled in the high
17 school at least four (4) of the seven (7) semesters preceding the final semester. The final semester will
18 not be used in determining class standing.

19 *Exception*

20 When a new high school is opened in the school system, for the first year, a senior student must be
21 enrolled at the new high school for a majority of the first semester and have been enrolled in one of the
22 school system's other high school(s) for at least three (3) of the seven (7) semesters preceding the final
23 semester; for the second year, a senior student must have been enrolled at the new high school for three
24 (3) semesters and have been enrolled at one of the school system's other high school(s) at least one (1)
25 semester of the seven (7) semesters preceding the final semester; for the third year, a senior student
26 must have been enrolled at the new high school for four of the five semesters preceding the final
27 semester; for the fourth year and beyond, the provisions of the preceding paragraph apply. For those
28 students who do not meet the exception criteria, their high school grades (i.e., Hickman County and
29 other school systems) will be compiled for a grade ranking of the class.

Seniors ranking in the top ten shall be recognized at awards day and at graduation.

- 1 HIGH SCHOOL FRESHMEN, SOPHOMORES, AND JUNIORS
- 2 Ranking for freshmen to be based on the grades earned during the first semester of the freshmen year.
- 3 Ranking for sophomores to be based on the grades earned during the freshmen year and the first
- 4 semester of the sophomore year. Ranking for juniors to be based on the grades earned during the
- 5 freshmen and sophomore years and the first semester of the junior year.
- 6 Freshmen, sophomores, and juniors ranking in the top ten shall be recognized at awards day.

Cross References

Grading System 4.600

Graduation Requirements 4.605

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Cheerleading

Proposed Fundraising Activities: BBQ Fundraiser

Proposed Uses of Funds Raised: To go towards uniform and practice wear.

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

EHMS Cheerleading Team

Method by which school will receive profit: Cash/Check

Requested by (Name/Title): Samantha Barnhill Cheer Coach

Date: ~~06/18/2024~~
07/29/2024

Approved by (Principal):

Southern A Totty
John Mullins

Date: 7/24/24

Approved by
(Director of Schools):

Date: 7-24/24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Golf

Proposed Fundraising Activities: Golfers will sell golf balls. If the purchaser would like to be eligible for a door prize, they may place their ball into a bucket to be dropped from height (mechanism to be determined) during half-time at a football game. There will be a golf flag on the field. Closest balls to the flag will win a door prize. Prizes will be donated by local businesses. Golfers will pick up balls after drop.

Proposed Uses of Funds Raised: Golf Supplies and entry fees

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

Golf Team.

Method by which school will receive profit: Cash from Sales

Requested by (Name/Title): Preston Hall *PH* Date: 7/26/2024

Approved by (Principal): *Spencer A. Totty* Date: 7/26/24

Approved by (Director of Schools): *John Mullin* Date: 7-26-24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Golf

Proposed Fundraising Activities: Golfers will sell golf balls. If the purchaser would like to be eligible for a door prize, they may place their ball into a bucket to be dropped from height (mechanism to be determined) during half-time at a football game. There will be a golf flag on the field. Closest balls to the flag will win a door prize. Prizes will be donated by local businesses. Golfers will pick up balls after drop.

Proposed Uses of Funds Raised: Golf Supplies and entry fees

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

Golf Team.

Method by which school will receive profit: Cash from Sales

Requested by (Name/Title): Preston Hall *PH* Date: 7/26/2024

Approved by (Principal):

Spotted Totty

Date:

7/26/24

Approved by
(Director of Schools):

John Mullins

Date:

7-26-24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Cheerleading

Proposed Fundraising Activities: BBQ Fundraiser

Proposed Uses of Funds Raised: To go towards uniform and practice wear.

Expected Student Involvement (school-wide or specific school organization):
EHMS Cheerleading Team

7-30-24


Method by which school will receive profit: Cash/Check

Requested by (Name/Title): Samantha Barnhill Cheer Coach

Date: ~~06/18/2024~~
07/29/2024

Approved by (Principal):



Date: 7/24/24

Approved by
(Director of Schools):

Date:



DOUG LANE
2056 Lakes Drive, Centerville, TN 37033

RONALD GAMMONS
6416 Rice Ln., Lyles, TN 37098

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

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

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

SHERRI BAKER
9037 E 40 Rd., Bon Aqua, TN 37025

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

John Mullins
Superintendent of Schools
116 MURPHREE AVENUE
CENTERVILLE, TN 37033

Hickman County Schools
Facilities Use Request / Fund RAISER

Jm

Building(s)/Grounds Requested: HCHS Highschool / Football field / field house

Date(s) Requested: 7/26/24 to 11/31/24

Time Of Use Requested (From - To): _____

Activity: Fish Fry (7/26/24) clothing sales, program/banner sales, banquet
tailgate party, parking spot fundraiser, laundry detergent fundraiser

Will Kitchen Facilities Be Used? Yes No

Name, Address and Telephone/Cell Number of Person Making Request:
Brandie Craft 2635 Totkus Bend Rd Duck River TN 38454
931-996-1223 for HCHS QB Club

Organization Is (check one): School Related Government
 Non-Profit Non-School Related

Principal's Signature: *Bob Emerson*

If Principal approves, submit Pages 1, 2, and 3 with any required attachment(s) [see bottom of Page 3 for listing] to the Superintendent of Schools for final approval.

Please make check payable to: **Hickman County Board of Education**

Approved Not Approved Date: 7-24-24

Superintendent's Signature: *John Mullins*

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GARRONS
6419 Rice Ln., Lyles, TN 37098

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

JIM HUDGINS
1297 E Grinders Swtch Rd., Centerville, TN 37033



John Mullins
Superintendent of Schools
175 MURPHREE AVENUE
CENTERVILLE, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

SHERRI BAKER
9037 E 40 Rd., Bon Aqua, TN 37025

VANCE WILLIS
2860 Hwy 48 N., Nunnely, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization Rockin Coffee Truck

Proposed Fundraising Activity Coffee Sales

Date(s) July 29th

Location(s) East High School

Requested By Robyn Emerson
President/Chair of Organization

7-24-24
Date

Recommended By Roby Emerson
Principal

7-24-24
Date

Approved John Mullins
Director of Schools or Designee

7.24.24
Date

Not Approved _____
Director of Schools or Designee

Date

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

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



John Mullins
Superintendent of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

SHERRI BAKER
9037 E 40 Rd., Bon Aqua, TN 37025

VANCE WILLIS
2888 Hwy 48 N., Nunnally, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization Kona ICE

Proposed Fundraising Activity Selling Kona ICE @ Football Games and student events

Date(s) ongoing

Location(s) HCHS

Requested By Robyn Emerson
President/Chair of Organization

7-23-24
Date

Recommended By Rob Emerson
Principal

7-23-24
Date

Approved John Mullins
Director of Schools or Designee

7.23.24
Date

Not Approved _____
Director of Schools or Designee

Date

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

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
8419 Rice Ln., Lyles, TN 37098

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

JIM HUDGINS
1297 E. Grnders Switch Rd., Centerville, TN 37033



John Mullins
Superintendent of Schools
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CENTERVILLE, TN 37033

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450 Hwy. 50, Centerville, TN 37033

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9037 E 40 Rd., Bon Aqua, TN 37025

VANCE WILLIS
2888 Hwy 48 N., Nunnely, TN 37137

**School Support Organization
Request For Fundraising Activities**

Organization BOTW Soccer

Proposed Fundraising Activity Mums Sale for Girls Soccer

Date(s) Aug & Sep 2024

Location(s) Hickman High school

Requested By Amanda Adcox
President/Chair of Organization

June 1 2024
Date

Recommended By Robyn Snover
Principal

7-15-24
Date

Approved John Mullins
Director of Schools or Designee

7-15-24
Date

Not Approved _____
Director of Schools or Designee

Date

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

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
8419 Rice Ln., Lyles, TN 37098

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

JIM HUDGINS
1297 E. Grnders Switch Rd., Centerville, TN 37033



John Mullins
Superintendent of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

SHERRI BAKER
9037 E 40 Rd., Bon Aqua, TN 37025

VANCE WILLIS
2886 Hwy 48 N., Nunnely, TN 37137

School Support Organization Request For Fundraising Activities

Organization BOTW Soccer

Proposed Fundraising Activity Mums Sale for Girls Soccer

Date(s) Aug & Sep 2024

Location(s) Hickman High School

Requested By Amanda Adcox
President/Chair of Organization

June 1, 2024
Date

Recommended By Robyn Smoker
Principal

7-15-24
Date

Approved John Mullins
Director of Schools or Designee

7-15-24
Date

Not Approved _____
Director of Schools or Designee

Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cross Country (boys account)

Account Number 666

Proposed fundraising activities: Annual smart card sale

Purposed Uses of funds raised: Membership dues, race fees, uniforms

Expected Student involvement (school-wide or specific school organization): Boys and girls XC

Method by which school will receive profit: We collect all monies and only send a check to Innovative Funding for their portion.

Requested by: [Signature] Coach
Name/Title

7/29/24
Date

Acknowledge by: [Signature]
Bookkeeper

7/29/24
Date

Approved by: [Signature]
Principal

7/30/24
Date

Approved by: [Signature]
Director of Schools*

7-30-24
Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cross Country (girls account)

Account Number 615

Proposed fundraising activities: Elementary/Middle school championship
XC meet

Purposed Uses of funds raised: Dues, fees, uniforms

Expected Student involvement (school-wide or specific school organization): Boys and girls XC

Method by which school will receive profit: We will keep 100% on concessions. We will receive a portion of the registration fees.

Requested by: [Signature] Name/Title 7/29/24 Date

Acknowledge by: [Signature] Bookkeeper 7/29/24 Date

Approved by: [Signature] Principal 7/30/24 Date

Approved by: John Mullins Director of Schools* 7-29-24 Date

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

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



John Mullins
Superintendent of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

SHERRI BAKER
9037 E 40 Rd., Bon Aqua, TN 37025

VANCE WILLIS
2968 Hwy 48 N., Nunnally, TN 37137

School Support Organization Request For Fundraising Activities

Organization EHHS Boys Basketball

Proposed Fundraising Activity Money Dolly

Date(s) August 19th-20th

Location(s) Virtual

Requested By Pippa Saylor
President/Chair of Organization

7/22/2024
Date

Recommended By [Signature]
Principal

7/23/2024
Date

Approved [Signature]
Director of Schools or Designee

7/23/24
Date

Not Approved _____
Director of Schools or Designee

Date

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