

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

**PIPPA TAYLOR**  
6585 Oak Hill Rd., Lyles, TN 37098

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

**TABITHA CUDE**  
4141 Lewis Rd., Centerville, TN 37033



**DOUG LANE**  
2059 Lake Dr., Centerville, TN 37033

**CHRISTY MAYS**  
450 Hwy 50, Centerville, TN 37033

**JANE HERRON**  
PO Box 13, Nunnely, TN 37137

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

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**REGULAR BOARD MEETING**  
**Monday, July 7, 2025 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. Agenda for July 7, 2025

VI. Regular Meeting Minutes for June 2, 2025

VII. Special Recognition

A. Employee of the Year

B. Employee of the Month

VIII. Consent Agenda Items

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report - will be attached on 7/7/25

D. ESSER Updates

E. 2024-2025 Civil Rights Report

IX. Discuss Changes to OPEB

X. Information from TSSE Executive Director

XI. Items Requiring Board Action

A. Consider Hickman County Schools to Remain a Member of TSSE for 25-26 - \$3,293.00

B. Approve Purchase of 4 Bus Radio Repeaters from B&E Electronics through Sourcewell Purchasing Cooperative - \$ 61,152.46 - HCBOE contribution.

C. Declaration of Surplus Property at HCMS

D. Budget Amendments (FY26)

- E. Close-Out Budget Amendments
- F. 2025-2026 School Fees
- G. 2025-2026 Disciplinary Hearing Authority
- H. Board Policy 1.108 (Nepotism)
- I. Board Policy 6.312 - Use of Personal Communication Devices and Electronic Devices
- J. Board Policies

- 1. Revised Board Policies 1.206, 1.407, 1.700, 5.100, 1.901, 2.403, 3.202, 3.204, 4.100, 5.500, 6.304, 4.212, 4.301, 4.403, 4.406, 4.601, 5.110, 5.119, 5.305, 5.701, 6.200a, 6.303, 6.312, 6.411, 6.600 (1st Reading)
- 2. Board Policies Review 6.311--6.319

K. Review/Approve 24-25 Evaluation of Director of Schools

L. Review Salary of Director Annually (Requires Contract Amendment or Addendum to Change

M. With a Bid of \$125,910, Approve Hughes Construction Company to Renovate the Consumer Science Classroom at Hickman County High School.

N. Consider Amending Hickman County Board of Education Policy 6.208

## XII. Announcements

A. Regular Board Meeting for August 4, 2025

B. TSBA 2025 South Central Fall District Meeting - September 2, 2025. Hickman County will be hosting this meeting in the Library at HCHS. Registration will begin at 4:30 p.m. and the meeting will begin at 5:00 p.m. and will adjourn at 7:00 p.m. Please plan to arrive around 4:00 p.m. since we are hosting. Please let Debbie know if you need help with your registration.

C. TSBA Annual Convention - November 13-16, 2025

Please let Debbie know if you need help with your registration.

D. Consideration to renew the contract of the Director of Schools will be on the agenda for the August 4, 2025 school board meeting to be held at the Hickman County Board of Education at 6:30 p.m. in Room 203.

## XIII. Closing Comments

A. Legislative Representative

B. Board Chair, Board Members and Director of Schools

## XIV. Adjourn

**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**PIPPA TAYLOR**  
6585 Oak Hill Rd., Lyles, TN 37098

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

**TABITHA CUDE**  
4141 Lewis 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

**JANE HERRON**  
PO Box 13, Nunnely, TN 37137

The Hickman County Board of Education will meet in regular session on Monday, July 7, 2025 at 6:30 p.m. in RM 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. Agenda for July 7, 2025
- VI. Regular Meeting Minutes for June 2, 2025
- VII. Special Recognition
  - A. Employee of the Year—Sherri Baker
  - B. Employee of the Month—Jane Herron
- VIII. Consent Agenda Items
  - A. Board Chair's Report
    1. Chair's Countersigned Warrants
  - B. Director's Report
  - C. Financial Report
  - D. ESSER Updates
  - E. 2024-2025 Civil Rights Report
- IX. Discuss Changes to OPEB—Director of Schools
- X. Information from TSSE Executive Director—Marlon Davis
- XI. Items Requiring Board Action
  - A. Consider Hickman County Schools to Remain a Member of TSSE for 25-26 - \$3,293.00
  - B. Approve Purchase of 4 Bus Radio Repeaters from B&E Electronics through Sourcewell Purchasing Cooperative - \$ 61,152.46—Director of Schools
  - C. Declaration of Surplus Property at HCMS—Director of Schools

- D. Budget Amendments (FY26)—Business Officer
- E. Close-Out Budget Amendments—Business Officer
- F. 2025-2026 School Fees—Director of Schools
- G. 2025-2026 Disciplinary Hearing Authority—Director of Schools
- H. Board Policy 1.108 – Nepotism—Director of Schools
- I. Board Policy 6.312—Use of Personal Communication Devices and Electronic Devices—Director of Schools
- J. Board Policies
  1. Revised Board Policies 1.206, 1.407, 1.700, 5.100, 1.901, 2.403, 3.202, 3.204, 4.100, 5.500, 6.304, 4.212, 4.301, 4.403, 4.406, 4.601, 5.110, 5.119, 5.305, 5.701, 6.200a, 6.303, 6.312, 6.411, 6.600 (1<sup>st</sup> Reading)—Misty Shelton
  2. Board Policies Review 6.311—6.319—Misty Shelton
- K. Review/Approve 24-25 Evaluation of Director of Schools—Board Chair
- L. Review Salary of Director Annually (Requires Contract Amendment or Addendum to Change)—Board Chair

XII. Announcements

- A. Regular Board Meeting for August 4, 2025
- B. TSBA 2025 South Central Fall District Meeting – September 2, 2025. Hickman County will be hosting this meeting in the Library at HCHS. Registration will begin at 4:30 p.m. and the meeting will begin at 5:00 p.m. and will adjourn at 7:00 p.m. Please plan to arrive around 4:00 p.m. since we are hosting. Please let Debbie know if you need help with your registration.
- C. TSBA Annual Convention November 13-16, 2025  
Please let Debbie know if you need help with your registration.
- D. Consideration to extend the contract of the Director of Schools will be on the agenda for the August 4, 2025 school board meeting to be held at the Hickman County Board of Education at 6:30 p.m. in Room 203.

XIII. Closing Comments

- A. Legislative Representative—Tim Hobbs
- B. Board Chair, Board Members and Director of Schools

XIV. Adjourn

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

The Hickman county Board of Education met on June 2, 2025, at 6:30 PM in Central Office - Room 203.

**Present:** Sherri Baker, Tabitha Cude, Jane Herron, Tim Hobbs, Doug Lane, Christy Mays, Pippa Taylor.

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. Agenda for June 2, 2025

Motion to approve the Agenda for June 2, 2025.

Motion made by Tim Hobbs.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

VI. Regular Meeting Minutes for May 5, 2025

Motion to approve the Regular Meeting Minutes for May 5, 2025.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

VII. Special Recognition

A. Employee of the Month

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

B. Employee of the Year

C. Friend of Education

VIII. Student Recognition

IX. Consent Agenda Items

Motion to approve the Consent Agenda Items.

Motion made by Sherri Baker.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report

F. Family Resource Centers End of Year Report

X. Items Requiring Board Action

A. Trip Requests

1. EHHS Football Camp

Motion to approve the EHHS Football Camp.

Motion made by Tabitha Cude.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

2. HCHS Football Camp

Motion to approve HCHS Football Camp.

Motion made by Tim Hobbs.

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

3. HCHS FCCLA Competition

Motion to approve HCHS FCCLA Competition.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

B. Board Meeting Schedule for 2025-2026

Motion to approve Board Meeting Schedule for 2025-2026.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

C. Annual Agenda for 2025-2026

Motion to approve Annual Agenda for 2025-2026.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

D. Recommendations for Tenure  
Motion to approve Recommendations for Tenure.  
Motion made by Doug Lane.  
Motion seconded by Tim Hobbs.  
Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

E. Resolution to Grant Authority to Designate Reserves  
Motion to approve Resolution to Grant Authority to Designate Reserves.  
Motion made by Tabitha Cude.  
Motion seconded by Sherri Baker.  
Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

F. Grant Executive Committee Authority to Close Out Fiscal Year  
Motion to approve Grant Executive Committee Authority to Close Out Fiscal Year.  
Motion made by Tim Hobbs.  
Motion seconded by Tabitha Cude.  
Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

G. 2025-2026 Differentiated Pay Plan

Motion to approve 2025-2026 Differentiated Pay Plan.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

H. 2025-2026 Salary Schedules and Pay Scales

Motion to approve 2025-2026 Salary Schedules and Pay Scales.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

I. Personnel Decisions

Motion to approve Personnel Decisions.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

J. 2025-2026 Centerville Municipal Golf Course MOU

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Motion to approve the 2025-2026 Centerville Municipal Golf Course MOU.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

K. TSSE Membership Dues

Motion will be tabled until the July meeting.

Motion made by Tim Hobbs.

Motion seconded by Jane Herron.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

L. Approval to Purchase a Drivers' Education Car

Motion to approve the Purchase a Drivers' Education Car.

Motion made by Doug Lane.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

M. Approval of Bids for Maintenance Department

1. Fence Installation

Motion to approve fence installation around CES/CIS playgrounds.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

2. Epoxy Floor Coating

Motion to approve the epoxy floor coating in some classrooms at the 2 elementary schools.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

N. Budget Amendments

Motion to approve Budget Amendments #35, #36, #37, #38.

Motion made by Tabitha Cude.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

O. Budget(s) for 2025-2026

Motion to approve Federal Budget(s) for 2025-2026.

Motion made by Jane Herron.

Motion seconded by Tabitha Cude.

Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea

Yea: 7, Nay: 0

P. Board Policies

1. Board Policies Review 6.3031--6.3101  
Motion to approve Board Policies Review 6.3031--6.3101.  
Motion made by Tim Hobbs.  
Motion seconded by Jane Herron.  
Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

2. Discuss Board Policy 1.108 - Nepotism  
Motion to table the Discussion Board Policy 1.108 - Nepotism to July.  
Motion made by Tim Hobbs.  
Motion seconded by Jane Herron.  
Motion Result: Passed

Sherri Baker: Yea  
Tabitha Cude: Yea  
Jane Herron: Yea  
Tim Hobbs: Yea  
Doug Lane: Yea  
Christy Mays: Yea  
Pippa Taylor: Yea  
Yea: 7, Nay: 0

XI. Announcements

- A. Regular Board Meeting for July 7, 2025 (if Board Meeting Schedule for 25-26 was approved)
- B. Director's Evaluation and Board Self-Evaluation

XII. Closing Comments

- A. Legislative Representative - Tim Hobbs
- B. Board Chair, Board Members and Director of Schools

XIII. Adjourn

Motion to adjourn the meeting.  
Motion made by Tim Hobbs.

HICKMAN COUNTY BOARD OF EDUCATION  
REGULAR BOARD MEETING---June 2, 2025

Motion seconded by Pippa Taylor.

Motion Result: Passed

Sherri Baker: Yea

Tabitha Cude: Yea

Jane Herron: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Yea: 7, Nay: 0

Hickman County Finance  
 Payment Register By Account Control

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>
41003060	Amazon	727	05/28/2025	141- -11140	\$237.72
41003061	American Fidelity Administrative Services, LLC	802	05/28/2025	141- -11140	\$1,667.70
41003062	ASAP Hydraulic Cylinder Repair, Inc.	8467	05/28/2025	141- -11140	\$1,600.00
41003063	Bragg, Tonya	7984	05/28/2025	141- -11140	\$125.00
41003064	Bruhn & Bruhn Fire Protection, Inc.	885	05/28/2025	141- -11140	\$1,010.00
41003065	County Of Hickman Misc Acct	1633	05/28/2025	141- -11140	\$59,789.44
41003066	Cross, Emily	1744	05/28/2025	141- -11140	\$179.20
41003067	Key, DJ	8809	05/28/2025	141- -11140	\$37.15
41003068	Ferrellgas	7446	05/28/2025	141- -11140	\$3,668.82
41003069	Gross, Debbie	2675	05/28/2025	141- -11140	\$151.20
41003070	Hickman Co Trustee	2722	05/28/2025	141- -11140	\$1,666.70
41003071	Kelsan, Inc.	3379	05/28/2025	141- -11140	\$7,273.71
41003072	Kimball Midwest	3428	05/28/2025	141- -11140	\$940.46
41003073	Notehouse, Inc.	7424	05/28/2025	141- -11140	\$1,152.00
41003074	Owen's Oil Co., Inc.	4257	05/28/2025	141- -11140	\$9,822.50
41003075	Pace Analytical National	2230	05/28/2025	141- -11140	\$710.20
41003076	Quill, LLC	4574	05/28/2025	141- -11140	\$151.76
41003077	School Specialty	1433	05/28/2025	141- -11140	\$1,775.35
41003078	Smith, Kelvin Jefferson II	5270	05/28/2025	141- -11140	\$1,605.10
41003079	Soliant Health, LLC	8569	05/28/2025	141- -11140	\$550.13
41003080	Trafera, LLC	6593	05/28/2025	141- -11140	\$960.00
41003081	UPS	8274	05/28/2025	141- -11140	\$2.48
41003082	Whitaker, Wesley	7554	05/28/2025	141- -11140	\$179.20

**141 Total:** \$95,255.82

**Bank Total:** \$95,255.82

**Bank Payment Count:** 23

Hickman County Finance  
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000818	King, Dalton Chevelle	8498	05/28/2025	142-101-11140		\$201.00
					<b>142-101 Total:</b>	\$201.00
42000819	County Of Hickman Misc Acct	1633	05/28/2025	142-401-11140		\$250.00
					<b>142-401 Total:</b>	\$250.00
42000819	County Of Hickman Misc Acct	1633	05/28/2025	142-601-11140		\$50.00
					<b>142-601 Total:</b>	\$50.00
42000819	County Of Hickman Misc Acct	1633	05/28/2025	142-901-11140		\$167.48
42000820	Pro-Ed, Inc	4324	05/28/2025	142-901-11140		\$262.90
					<b>142-901 Total:</b>	\$430.38
					<b>Bank Total:</b>	\$931.38
					<b>Bank Payment Count:</b>	3

Hickman County Finance  
 Payment Register By Account Control

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>
41003083	Amazon	727	06/02/2025	141- -11140	\$4,886.11
41003084	American Fidelity Assurance	637	06/02/2025	141- -11140	\$13,814.20
41003085	American Fidelity Assurance Co	636	06/02/2025	141- -11140	\$76,922.89
41003086	ASAP Hydraulic Cylinder Repair, Inc.	8467	06/02/2025	141- -11140	\$1,563.94
41003087	Carter, David	1639	06/02/2025	141- -11140	\$179.20
41003088	Evans, Meghan	987	06/02/2025	141- -11140	\$127.40
41003089	Lumen/Centurylink	4577	06/02/2025	141- -11140	\$77.68
41003090	Main Street Emporium	7541	06/02/2025	141- -11140	\$141.30
41003091	Quill, LLC	4574	06/02/2025	141- -11140	\$337.18
41003092	Roman A/V, LLC.	7045	06/02/2025	141- -11140	\$300.00
41003093	Soliant Health, LLC	8569	06/02/2025	141- -11140	\$489.00
41003094	Tanner, James D.	5620	06/02/2025	141- -11140	\$1,235.00
41003095	Town Of Centerville	5315	06/02/2025	141- -11140	\$1,541.15
41003096	Walmart	5868	06/02/2025	141- -11140	\$1,881.60

**141 Total:** \$103,496.65

**Bank Total:** \$103,496.65

**Bank Payment Count:** 14

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>
42000823	American Fidelity Assurance Co	636	06/02/2025	142-010-11140	\$435.42
42000825	Thomasson, Julia	192	06/02/2025	142-010-11140	\$666.40
<b>142-010 Total:</b>					\$1,101.82
42000824	Hunt, Charlene	2843	06/02/2025	142-101-11140	\$337.54
42000827	Powers, Becky	4562	06/02/2025	142-101-11140	\$789.81
<b>142-101 Total:</b>					\$1,127.35
42000823	American Fidelity Assurance Co	636	06/02/2025	142-201-11140	\$118.80
<b>142-201 Total:</b>					\$118.80
42000821	Amazon	727	06/02/2025	142-801-11140	\$2,170.08
42000823	American Fidelity Assurance Co	636	06/02/2025	142-801-11140	\$29.88
<b>142-801 Total:</b>					\$2,199.96
42000822	American Fidelity Assurance	637	06/02/2025	142-901-11140	\$350.00
42000826	Loveless, Jody	6819	06/02/2025	142-901-11140	\$360.00
42000828	Western Psychological Service	6042	06/02/2025	142-901-11140	\$529.10
<b>142-901 Total:</b>					\$1,239.10
<b>Bank Total:</b>					\$5,787.03
<b>Bank Payment Count:</b>					8

Hickman County Finance  
 Payment Register By Account Control

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>
41003097	Ace Hardware	635	06/04/2025	141- -11140	\$165.97
41003098	Amazon	727	06/04/2025	141- -11140	\$6,062.46
41003099	Baker, Sherri	7798	06/04/2025	141- -11140	\$30.10
41003100	Bluegrass Computer Systems,LLC	1030	06/04/2025	141- -11140	\$1,700.00
41003101	Bon Aqua Lyles Utility Distric	851	06/04/2025	141- -11140	\$5,674.98
41003102	Central States Bus Sales, Inc.	1326	06/04/2025	141- -11140	\$1,107.51
41003103	Christy, Jeffery Scott	1442	06/04/2025	141- -11140	\$37.15
41003104	County Of Hickman Misc Acct	1633	06/04/2025	141- -11140	\$199,145.46
41003105	Cummins, Inc.	1749	06/04/2025	141- -11140	\$1,821.50
41003106	Ed's Supply, Inc.	2103	06/04/2025	141- -11140	\$265.86
41003107	Gallaher & Associates, Inc.	7285	06/04/2025	141- -11140	\$8,605.00
41003108	Lumber Yard, The	3652	06/04/2025	141- -11140	\$1,584.03
41003109	Meriwether Lewis Electric	3675	06/04/2025	141- -11140	\$45,122.21
41003110	Mid-South Bus Center, Inc	3706	06/04/2025	141- -11140	\$854.40
41003111	Oriental Trading Co., Inc.	6258	06/04/2025	141- -11140	\$110.99
41003112	Owen's Oil Co., Inc.	4257	06/04/2025	141- -11140	\$632.00
41003113	Plumbmaster, Inc.	4379	06/04/2025	141- -11140	\$710.28
41003114	Prince Hardware, LLC	4321	06/04/2025	141- -11140	\$3,715.83
41003115	Raptor Technologies, LLC	6690	06/04/2025	141- -11140	\$11,720.00
41003116	Scholastic, Inc.	4871	06/04/2025	141- -11140	\$2,764.00
41003117	Stellar Therapy Services, LLC	8260	06/04/2025	141- -11140	\$5,337.50
41003118	Town Of Centerville	5315	06/04/2025	141- -11140	\$585.92
41003119	Unifirst Corp.	5758	06/04/2025	141- -11140	\$578.10
41003120	Williams, Lisa	6068	06/04/2025	141- -11140	\$84.50
41003121	Williams, Myles	6681	06/04/2025	141- -11140	\$125.00
41003122	Wolf Creek Ranch	7618	06/04/2025	141- -11140	\$600.00

**141 Total:** \$299,140.75

**Bank Total:** \$299,140.75

**Bank Payment Count:** 26

Hickman County Finance  
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-010-11140		\$385.38
					<b>142-010 Total:</b>	\$385.38
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-101-11140		\$2,269.42
42000830	Howard Industries, Inc.	2866	06/04/2025	142-101-11140		\$14,468.00
					<b>142-101 Total:</b>	\$16,737.42
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-170-11140		\$352.87
					<b>142-170 Total:</b>	\$352.87
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-201-11140		\$490.03
					<b>142-201 Total:</b>	\$490.03
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-401-11140		\$400.00
					<b>142-401 Total:</b>	\$400.00
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-601-11140		\$250.00
42000830	Howard Industries, Inc.	2866	06/04/2025	142-601-11140		\$14,468.00
					<b>142-601 Total:</b>	\$14,718.00
42000829	County Of Hickman Misc Acct	1633	06/04/2025	142-901-11140		\$1,088.37
					<b>142-901 Total:</b>	\$1,088.37
					<b>Bank Total:</b>	\$34,172.07
					<b>Bank Payment Count:</b>	2

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<u>Bank Name</u>	<u>Bank Number</u>
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>
43000535	County Of Hickman Misc Acct	1633	06/04/2025	143- -11140	\$10,418.25
43000536	Hickman County Trustee	2937	06/04/2025	143- -11140	\$6,341.75
<b>143 Total:</b>					\$16,760.00
<b>Bank Total:</b>					\$16,760.00
<b>Bank Payment Count:</b>					2

<u>Bank Name</u>	<u>Bank Number</u>					<u>Amount</u>
Federal	142					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>		
42000832	Hickman County Trustee	2937	06/05/2025	142-010-11140		\$3,217.40
					<b>142-010 Total:</b>	\$3,217.40
42000832	Hickman County Trustee	2937	06/05/2025	142-101-11140		\$9,181.24
					<b>142-101 Total:</b>	\$9,181.24
42000832	Hickman County Trustee	2937	06/05/2025	142-170-11140		\$1,544.57
					<b>142-170 Total:</b>	\$1,544.57
42000832	Hickman County Trustee	2937	06/05/2025	142-201-11140		\$1,558.62
					<b>142-201 Total:</b>	\$1,558.62
42000832	Hickman County Trustee	2937	06/05/2025	142-801-11140		\$269.02
					<b>142-801 Total:</b>	\$269.02
42000831	County Of Hickman Misc Acct	1633	06/05/2025	142-901-11140		\$167.48
42000832	Hickman County Trustee	2937	06/05/2025	142-901-11140		\$10,733.68
					<b>142-901 Total:</b>	\$10,901.16
42000832	Hickman County Trustee	2937	06/05/2025	142-911-11140		\$257.68
					<b>142-911 Total:</b>	\$257.68
					<b>Bank Total:</b>	\$26,929.69
					<b>Bank Payment Count:</b>	2

Hickman County Finance  
 Payment Register By Account Control

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>
41003123	County Of Hickman Misc Acct	1633	06/05/2025	141- -11140	\$49,977.95
41003124	Hickman County Trustee	2937	06/05/2025	141- -11140	\$361,988.24
41003125	Kentucky Child Support Enforcement	8791	06/05/2025	141- -11140	\$200.00
41003126	Tennessee Child Support Receiving Unit	1312	06/05/2025	141- -11140	\$989.00
<b>141 Total:</b>					<u>\$413,155.19</u>
<b>Bank Total:</b>					<u>\$413,155.19</u>
<b>Bank Payment Count:</b>					4

Hickman County Finance  
Payment Register By Account Control

**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>
41003127	A Dirty Job	665	06/09/2025	141- -11140	\$2,100.00
41003128	Amazon	727	06/09/2025	141- -11140	\$499.55
41003129	AT & T	7542	06/09/2025	141- -11140	\$1,616.67
41003130	BAM Flooring, Inc.	6578	06/09/2025	141- -11140	\$21,034.00
41003131	Bennett & DeCamp PLLC	8071	06/09/2025	141- -11140	\$193.50
41003132	Bluegrass Computer Systems, LLC	1030	06/09/2025	141- -11140	\$189.00
41003133	Brewer Chemicals & Equip, LLC	861	06/09/2025	141- -11140	\$420.00
41003134	Central Technologies, Inc.	1668	06/09/2025	141- -11140	\$60,228.00
41003135	County Of Hickman Misc Acct	1633	06/09/2025	141- -11140	\$7,036.56
41003136	David's Body Shop	1760	06/09/2025	141- -11140	\$3,500.00
41003137	Don Kennedy Roofing Co., Inc.	6673	06/09/2025	141- -11140	\$14,667.40
41003138	Garage Floor Coating of Nashville, LLC	8043	06/09/2025	141- -11140	\$4,877.25
41003139	Hobbs, Kara	6361	06/09/2025	141- -11140	\$95.20
41003140	Karco Parts	3364	06/09/2025	141- -11140	\$43.22
41003141	Matrix Mechanical Solutions, LLC	7974	06/09/2025	141- -11140	\$34,000.00
41003142	Nashville Zoo, Inc.	4254	06/09/2025	141- -11140	\$398.00
41003143	Nixon Power Services, Llc	4196	06/09/2025	141- -11140	\$565.00
41003144	O'Reilly Auto Parts	4265	06/09/2025	141- -11140	\$1,910.35
41003145	Optimus Pest Solutions	47	06/09/2025	141- -11140	\$750.00
41003146	Pesi, Inc.	4549	06/09/2025	141- -11140	\$1,044.94
41003147	State Systems, LLC	5242	06/09/2025	141- -11140	\$9,373.75
41003148	Swivl, Inc.	7649	06/09/2025	141- -11140	\$2,979.12
41003149	The Dreaded Lawncare	7933	06/09/2025	141- -11140	\$2,700.00
41003150	Town Of Centerville	5315	06/09/2025	141- -11140	\$15,181.41
41003151	UPS	8274	06/09/2025	141- -11140	\$50.00
41003152	Zayo Education, LLC	2133	06/09/2025	141- -11140	\$165.00

**141 Total:**                      \$185,617.92

**Bank Total:**                      \$185,617.92

**Bank Payment Count:**                      26

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Hickman County Finance  
Payment Register By Account Control

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<u>Bank Name</u>	<u>Bank Number</u>				<u>Amount</u>
Federal	142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	
42000833	Wilson, Anita	7954	06/09/2025	142-901-11140	\$980.00
				<b>142-901 Total:</b>	\$980.00
				<b>Bank Total:</b>	\$980.00
				<b>Bank Payment Count:</b>	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>
43000537	Fitts, Connie S.	185	06/09/2025	143- -11140	\$140.70
43000538	Town Of Centerville	5315	06/09/2025	143- -11140	\$138.50
43000539	Walmart	5868	06/09/2025	143- -11140	\$523.22
<b>143 Total:</b>					<u>\$802.42</u>
<b>Bank Total:</b>					\$802.42
<b>Bank Payment Count:</b>					3

Hickman County Finance  
 Payment Register By Account Control

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>
41003153	Anderson, Belinda	8051	06/11/2025	141- -11140	\$236.18
41003154	BAM Flooring, Inc.	6578	06/11/2025	141- -11140	\$10,765.00
41003155	Burchard, Brenda	586	06/11/2025	141- -11140	\$37.10
41003156	Ferrellgas	7446	06/11/2025	141- -11140	\$522.59
41003157	Hickman Co Trustee	2722	06/11/2025	141- -11140	\$782,199.40
41003158	Hinson, Gregory	2800	06/11/2025	141- -11140	\$125.00
41003159	Kaatz, Binkley, Jones & Morris, Architects, Inc	3371	06/11/2025	141- -11140	\$117,230.00
41003160	McManus, Christy	8120	06/11/2025	141- -11140	\$354.34
41003161	Pace Analytical National	2230	06/11/2025	141- -11140	\$355.10
41003162	Primm Transmission	4342	06/11/2025	141- -11140	\$676.50
41003163	Southern Consulting	5220	06/11/2025	141- -11140	\$1,800.00
41003164	SSC Service Solutions Compass Group USA, Inc.	4832	06/11/2025	141- -11140	\$1,999.80
41003165	Tennessee Valley Fence Co	5699	06/11/2025	141- -11140	\$3,750.00
41003166	The Dreaded Lawncare	7933	06/11/2025	141- -11140	\$15,400.00
41003167	Tn Dept. Of Labor & Workforce	92	06/11/2025	141- -11140	\$60.00
41003168	Trane U.S. Inc	5383	06/11/2025	141- -11140	\$841.79
41003169	UPS	8274	06/11/2025	141- -11140	\$104.30
41003170	Visa	8268	06/11/2025	141- -11140	\$2,539.14
<b>141 Total:</b>					<u>\$938,996.24</u>
<b>Bank Total:</b>					\$938,996.24
<b>Bank Payment Count:</b>					18

Hickman County Finance  
 Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>						<u>Amount</u>
Federal	142						
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>			
42000834	Hickman Co Trustee	2722	06/11/2025	142-010-11140			\$103.40
					<b>142-010 Total:</b>		\$103.40
42000834	Hickman Co Trustee	2722	06/11/2025	142-101-11140			\$423.13
					<b>142-101 Total:</b>		\$423.13
42000834	Hickman Co Trustee	2722	06/11/2025	142-170-11140			\$39.50
					<b>142-170 Total:</b>		\$39.50
42000834	Hickman Co Trustee	2722	06/11/2025	142-201-11140			\$103.40
42000835	Howard Industries, Inc.	2866	06/11/2025	142-201-11140			\$7,418.00
					<b>142-201 Total:</b>		\$7,521.40
42000834	Hickman Co Trustee	2722	06/11/2025	142-401-11140			\$5.57
					<b>142-401 Total:</b>		\$5.57
42000834	Hickman Co Trustee	2722	06/11/2025	142-801-11140			\$39.50
					<b>142-801 Total:</b>		\$39.50
42000834	Hickman Co Trustee	2722	06/11/2025	142-901-11140			\$1,150.10
42000836	NCS Pearson Inc.	4359	06/11/2025	142-901-11140			\$1,973.27
					<b>142-901 Total:</b>		\$3,123.37
					<b>Bank Total:</b>		\$11,255.87
					<b>Bank Payment Count:</b>		3

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>			
43000540	Chef's Deal Restaurant And Equipment Co.	1794	06/11/2025	143-	-11140	\$34,304.00	
43000541	Culinary Depot	8592	06/11/2025	143-	-11140	\$24,151.04	
43000542	Gordon Food Service, Inc.	2488	06/11/2025	143-	-11140	\$71,573.21	
43000543	Hoods Unlimited	2965	06/11/2025	143-	-11140	\$2,600.00	
43000544	Ivey Mechanical Company, LLC	8795	06/11/2025	143-	-11140	\$1,747.34	
43000545	Matrix Mechanical Solutions, LLC	7974	06/11/2025	143-	-11140	\$737.49	
43000546	Mobile Fixture & Equip. Co.	3769	06/11/2025	143-	-11140	\$29,619.00	
43000547	Murfreesboro Pure Milk Co, Inc.	7552	06/11/2025	143-	-11140	\$852.00	
43000548	ODP Business Solutions, LLC	4261	06/11/2025	143-	-11140	\$223.99	
43000549	Optimus Pest Solutions	47	06/11/2025	143-	-11140	\$480.00	
43000550	Pepsi Cola	6726	06/11/2025	143-	-11140	\$167.47	
43000551	Petrowski, Jera	4345	06/11/2025	143-	-11140	\$232.00	
43000552	Prairie Farms Dairy	18	06/11/2025	143-	-11140	\$11,194.12	
43000553	Prince Hardware, LLC	4321	06/11/2025	143-	-11140	\$1,006.18	
43000554	SNA Depository	4878	06/11/2025	143-	-11140	\$64.00	
43000555	State of Tennessee	6660	06/11/2025	143-	-11140	\$640.00	
43000556	Tidwell, Tonya	8886	06/11/2025	143-	-11140	\$186.00	
<b>143 Total:</b>						\$179,777.84	
<b>Bank Total:</b>						\$179,777.84	
<b>Bank Payment Count:</b>						17	

Hickman County Finance  
Payment Register By Account Control

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<u>Bank Name</u>	<u>Bank Number</u>
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>
41003171	Holt, Zach	8887	06/11/2025	141- -11140	\$3,475.71
<b>141 Total:</b>					<u>\$3,475.71</u>
<b>Bank Total:</b>					<u>\$3,475.71</u>
<b>Bank Payment Count:</b>					1

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Payment Register By Account Control

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<u>Bank Name</u>	<u>Bank Number</u>
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>
41003172	Nichols, Dale	8889	06/12/2025	141- -11140	\$9,800.00
<b>141 Total:</b>					\$9,800.00
<b>Bank Total:</b>					\$9,800.00
<b>Bank Payment Count:</b>					1

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<u>Bank Name</u>	<u>Bank Number</u>
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>
43000557	Hickman County Trustee	2937	06/16/2025	143- -11140	\$3,538.73
43000558	Petrowski, Jera	4345	06/16/2025	143- -11140	\$162.40
<b>143 Total:</b>					\$3,701.13
<b>Bank Total:</b>					\$3,701.13
<b>Bank Payment Count:</b>					2

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<u>Bank Name</u>	<u>Bank Number</u>
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>
42000837	Dean, Elaine	6225	06/16/2025	142-010-11140	\$96.45
42000838	Thomasson, Julia	192	06/16/2025	142-010-11140	\$126.00
<b>142-010 Total:</b>					<u>\$222.45</u>
<b>Bank Total:</b>					<u>\$222.45</u>
<b>Bank Payment Count:</b>					2

<b>Bank Name</b>	<b>Bank Number</b>
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>
41003173	Amazon	727	06/16/2025	141- -11140	\$25,439.93
41003174	Amplify Education, Inc.	6489	06/16/2025	141- -11140	\$19,202.40
41003175	AT & T	7542	06/16/2025	141- -11140	\$100.14
41003176	BAM Flooring, Inc.	6578	06/16/2025	141- -11140	\$14,235.00
41003177	Bentley, Zachary	7583	06/16/2025	141- -11140	\$356.49
41003178	Kennedy, Darren	8890	06/16/2025	141- -11140	\$37.15
41003179	Ed's Supply, Inc.	2103	06/16/2025	141- -11140	\$3,846.98
41003180	Gary Bentley Trucking, LLC	7337	06/16/2025	141- -11140	\$2,277.81
41003181	Interpreters Unlimited, Inc.	6501	06/16/2025	141- -11140	\$7.50
41003182	Oriental Trading Co., Inc.	6258	06/16/2025	141- -11140	\$702.58
41003183	Sam's Club MC/SYNCB	4828	06/16/2025	141- -11140	\$1,977.80
41003184	Tennessee Book Company	5286	06/16/2025	141- -11140	\$2,898.00
41003185	Bartelmy, Thomas	8439	06/16/2025	141- -11140	\$125.00
41003186	Town Of Centerville	5315	06/16/2025	141- -11140	\$4,342.26

**141 Total:** \$75,549.04

**Bank Total:** \$75,549.04

**Bank Payment Count:** 14

Hickman County Finance  
Payment Register By Account Control

<u>Bank Name</u>		<u>Bank Number</u>					
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>		
41003215	Amazon	727	06/24/2025	141- -11140	\$228.00		
41003216	Anderson, Belinda	8051	06/24/2025	141- -11140	\$116.06		
41003217	Gordon, Annie	8898	06/24/2025	141- -11140	\$1,605.10		
41003218	Apple, Inc.	774	06/24/2025	141- -11140	\$858.00		
41003219	Bleacher & Seats.Com	1117	06/24/2025	141- -11140	\$10,600.00		
41003220	Dickson Electric System	1806	06/24/2025	141- -11140	\$40,027.29		
41003221	Gallaher & Associates, Inc.	7285	06/24/2025	141- -11140	\$2,995.30		
41003222	Garage Floor Coating of Nashville, LLC	8043	06/24/2025	141- -11140	\$31,433.50		
41003223	Hatton, Lynn	5923	06/24/2025	141- -11140	\$155.00		
41003224	Hatton, Mary Ellen	6676	06/24/2025	141- -11140	\$155.00		
41003225	Hickman Co Solid Waste Man.	2746	06/24/2025	141- -11140	\$95.40		
41003226	Hickman Co Trustee	2722	06/24/2025	141- -11140	\$1,666.70		
41003227	Hobbs, Tim	3117	06/24/2025	141- -11140	\$798.35		
41003228	Lumen/Centurylink	4577	06/24/2025	141- -11140	\$76.31		
41003229	McManus, Christy	8120	06/24/2025	141- -11140	\$251.02		
41003230	O'Reilly Auto Parts	4265	06/24/2025	141- -11140	\$1,390.22		
41003231	Quill, LLC	4574	06/24/2025	141- -11140	\$699.24		
41003232	Republic Service, LLC #840	4739	06/24/2025	141- -11140	\$3,608.87		
41003233	Soliant Health, LLC	8569	06/24/2025	141- -11140	\$831.40		
41003234	Southeastern Sound, Inc.	5053	06/24/2025	141- -11140	\$9,694.58		
41003235	Southern Consulting	5220	06/24/2025	141- -11140	\$5,750.00		
41003236	Tennessee Bureau Of Investigation	5491	06/24/2025	141- -11140	\$200.00		
41003237	Tennessee School Board Assoc.	61	06/24/2025	141- -11140	\$200.00		
41003238	The Dreaded Lawncare	7933	06/24/2025	141- -11140	\$9,400.00		
41003239	TransACT Communications, LLC	5347	06/24/2025	141- -11140	\$5,408.00		
41003240	Water Authority Of Dickson Co.	5874	06/24/2025	141- -11140	\$1,788.98		
					<b>141 Total:</b>	\$130,032.32	
					<b>Bank Total:</b>	\$130,032.32	
					<b>Bank Payment Count:</b>	26	

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>
42000843	Prince Hardware, LLC	4321	06/24/2025	142-801-11140	\$2,567.32
<b>142-801 Total:</b>					\$2,567.32
42000844	Quill, LLC	4574	06/24/2025	142-959-11140	\$5,476.65
<b>142-959 Total:</b>					\$5,476.65
<b>Bank Total:</b>					\$8,043.97
<b>Bank Payment Count:</b>					2

Date/Time: 6/24/2025 10:36 AM

Hickman County Finance  
Payment Register By Account Control

User:

Misty Weems  
Page 1 of 1

<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>		
43000561	Hickman Co Trustee	2722	06/24/2025	143- -11140		\$4.78
43000562	Hickman County Trustee	2937	06/24/2025	143- -11140		\$6,944.91
					<b>143 Total:</b>	\$6,949.69
					<b>Bank Total:</b>	\$6,949.69
					<b>Bank Payment Count:</b>	2

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>		
41003241	American Fidelity Assurance	637	06/25/2025	141- -11140		\$28,295.14
41003242	American Fidelity Assurance Co	636	06/25/2025	141- -11140		\$153,722.00
41003243	American Fidelity Assurance Co	652	06/25/2025	141- -11140		\$12,946.00
41003244	Ameritas Life Insurance Corp.	7442	06/25/2025	141- -11140		\$8,472.60
41003245	Anderson, Belinda	8051	06/25/2025	141- -11140		\$420.57
41003246	AT & T	7542	06/25/2025	141- -11140		\$2,129.76
41003247	Beam Insurance Administrators LLC	7435	06/25/2025	141- -11140		\$22,718.12
41003248	Beard Equipment company, Inc.	8897	06/25/2025	141- -11140		\$4,428.32
41003249	Bowman, Amanda	964	06/25/2025	141- -11140		\$337.40
41003250	Breece, Debbie	853	06/25/2025	141- -11140		\$142.80
41003251	Central States Bus Sales, Inc.	1326	06/25/2025	141- -11140		\$149,776.00
41003252	County Of Hickman Misc Acct	1633	06/25/2025	141- -11140		\$1,893.51
41003253	Dickson Automotive, LLC	7779	06/25/2025	141- -11140		\$200.00
41003254	East Hickman High School	2110	06/25/2025	141- -11140		\$33,493.97
41003255	Hickman Co Board Of Ed	2729	06/25/2025	141- -11140		\$26.74
41003256	Hickman Co Solid Waste Man.	2746	06/25/2025	141- -11140		\$43.20
41003257	Hickman County High School	2917	06/25/2025	141- -11140		\$46,048.22
41003258	Hickman County Trustee	2937	06/25/2025	141- -11140		\$58,984.71
41003259	Jenkins, Kilee	8902	06/25/2025	141- -11140		\$520.00
41003260	McManus, Christy	8120	06/25/2025	141- -11140		\$141.77
41003261	Save A Lot	4820	06/25/2025	141- -11140		\$2,254.99
41003262	Tennessee Book Company	5286	06/25/2025	141- -11140		\$191,688.00
41003263	UPS	8274	06/25/2025	141- -11140		\$2.48
					<b>141 Total:</b>	<b>\$718,686.30</b>
					<b>Bank Total:</b>	<b>\$718,686.30</b>
					<b>Bank Payment Count:</b>	<b>23</b>

Hickman County Finance  
Payment Register By Account Control

<u>Bank Name</u>		<u>Bank Number</u>				
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>	
42000845	American Fidelity Assurance Co	636	06/25/2025	142-101-11140	\$2,172.50	
42000846	Ameritas Life Insurance Corp.	7442	06/25/2025	142-101-11140	\$39.76	
42000847	Beam Insurance Administrators LLC	7435	06/25/2025	142-101-11140	\$285.75	
<b>142-101 Total:</b>					\$2,498.01	
42000846	Ameritas Life Insurance Corp.	7442	06/25/2025	142-170-11140	\$133.70	
42000847	Beam Insurance Administrators LLC	7435	06/25/2025	142-170-11140	\$223.00	
<b>142-170 Total:</b>					\$356.70	
42000846	Ameritas Life Insurance Corp.	7442	06/25/2025	142-201-11140	\$18.00	
42000847	Beam Insurance Administrators LLC	7435	06/25/2025	142-201-11140	\$190.47	
<b>142-201 Total:</b>					\$208.47	
42000845	American Fidelity Assurance Co	636	06/25/2025	142-401-11140	\$4.87	
<b>142-401 Total:</b>					\$4.87	
42000845	American Fidelity Assurance Co	636	06/25/2025	142-901-11140	\$1,133.57	
42000846	Ameritas Life Insurance Corp.	7442	06/25/2025	142-901-11140	\$149.10	
42000847	Beam Insurance Administrators LLC	7435	06/25/2025	142-901-11140	\$298.08	
<b>142-901 Total:</b>					\$1,580.75	
<b>Bank Total:</b>					\$4,648.80	
<b>Bank Payment Count:</b>					3	

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>		
43000563	American Fidelity Assurance Co	636	06/25/2025	143- -11140		\$4.78
43000564	Gordon Food Service, Inc.	2488	06/25/2025	143- -11140		\$26,140.13
43000565	Matrix Mechanical Solutions, LLC	7974	06/25/2025	143- -11140		\$1,230.28
43000566	Petrowski, Jera	4345	06/25/2025	143- -11140		\$67.20
43000567	Prairie Farms Dairy	18	06/25/2025	143- -11140		\$4,345.75
43000568	Prince Hardware, LLC	4321	06/25/2025	143- -11140		\$1,061.86
					<b>143 Total:</b>	<u>\$32,850.00</u>
					<b>Bank Total:</b>	<u>\$32,850.00</u>
					<b>Bank Payment Count:</b>	6

Hickman County Finance  
 Payment Register By Account Control

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>
41003264	County Of Hickman Misc Acct	1633	06/26/2025	141- -11140	\$5,056.24
41003265	Ferrellgas	7446	06/26/2025	141- -11140	\$2,114.13
41003266	Foam Crete, Inc.	8904	06/26/2025	141- -11140	\$207,100.00
41003267	Unifirst Corp.	5758	06/26/2025	141- -11140	\$541.76
<b>141 Total:</b>					<u>\$214,812.13</u>
<b>Bank Total:</b>					\$214,812.13
<b>Bank Payment Count:</b>					4

Hickman County Finance  
Payment Register By Account Control

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<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>		
43000569	Volco	5841	06/26/2025	143- -11140		\$550.88
					<b>143 Total:</b>	\$550.88
					<b>Bank Total:</b>	\$550.88
					<b>Bank Payment Count:</b>	1

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>		
41003268	Centerville Elementary School	1540	06/30/2025	141- -11140		\$17,585.83
41003269	Centerville Intermediate School	1290	06/30/2025	141- -11140		\$16,458.89
41003270	County Of Hickman Misc Acct	1633	06/30/2025	141- -11140		\$332,071.39
41003271	East Hickman Elementary School	2098	06/30/2025	141- -11140		\$15,905.31
41003272	East Hickman High School Library	2214	06/30/2025	141- -11140		\$23,665.73
41003273	East Hickman Intermediate School	2114	06/30/2025	141- -11140		\$13,216.59
41003274	East Hickman Middle School	2201	06/30/2025	141- -11140		\$20,011.91
41003275	Hickman Co Board Of Ed	2729	06/30/2025	141- -11140		\$158,725.22
41003276	Hickman Co Middle School	8518	06/30/2025	141- -11140		\$18,549.11
41003277	Hickman County High School	2917	06/30/2025	141- -11140		\$28,190.86
41003278	Town Of Centerville	5315	06/30/2025	141- -11140		\$371.70
41003279	UPS	8274	06/30/2025	141- -11140		\$35.33
					<b>141 Total:</b>	<u>\$644,787.87</u>
					<b>Bank Total:</b>	<u>\$644,787.87</u>
					<b>Bank Payment Count:</b>	12

Hickman County Finance  
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>						<u>Amount</u>
Federal	142						
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>			
42000848	County Of Hickman Misc Acct	1633	06/30/2025	142-010-11140			\$385.38
					<b>142-010 Total:</b>		\$385.38
42000848	County Of Hickman Misc Acct	1633	06/30/2025	142-101-11140			\$3,929.20
					<b>142-101 Total:</b>		\$3,929.20
42000848	County Of Hickman Misc Acct	1633	06/30/2025	142-170-11140			\$352.87
					<b>142-170 Total:</b>		\$352.87
42000848	County Of Hickman Misc Acct	1633	06/30/2025	142-201-11140			\$580.06
					<b>142-201 Total:</b>		\$580.06
42000849	Hickman Co Board Of Ed.	2734	06/30/2025	142-801-11140			\$2,365.16
					<b>142-801 Total:</b>		\$2,365.16
42000848	County Of Hickman Misc Acct	1633	06/30/2025	142-901-11140			\$1,926.74
					<b>142-901 Total:</b>		\$1,926.74
42000849	Hickman Co Board Of Ed.	2734	06/30/2025	142-933-11140			\$116,936.38
					<b>142-933 Total:</b>		\$116,936.38
					<b>Bank Total:</b>		\$126,475.79
					<b>Bank Payment Count:</b>		2

Hickman County Finance  
Payment Register By Account Control

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<u>Bank Name</u>	<u>Bank Number</u>
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>
43000570	County Of Hickman Misc Acct	1633	06/30/2025	143- -11140	\$8,355.35
43000571	Hickman Co Board Of Ed.	2734	06/30/2025	143- -11140	\$178,000.00
<b>143 Total:</b>					\$186,355.35
<b>Bank Total:</b>					\$186,355.35
<b>Bank Payment Count:</b>					2



**DOUG LANE**  
2059 Lake Drive, Centerville, TN 37033

**PIPPA TAYLOR**  
6585 Oak Hill Rd., Lyles, TN 37098

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

**TABITHA CUDE**  
4141 Lewis Rd., Centerville, TN 37033

**CHRISTY MAYS**  
450 Hwy. 50, Centerville, TN 37033

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

**JANE HERRON**  
PO Box 13, Nunnally, TN 37137

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

Memorandum

To: Board Members  
From: John Mullins  
Date: 7/01/2025  
Re: July Director's Report

**Leave of Absence**

Professional

Support Staff

**Hiring**

Professional

Brittany Gilbert  
Madison Taylor  
Chelsea Mathis  
Kim Collins  
David Starnes  
Shelby Bentley  
Hannah McCulloch  
Hailey Carter  
Jose Jimenez

HCHS Counselor  
CES Teacher  
CES Teacher  
CES Teacher  
HCHS JROTC  
EHIS Teacher  
EHMS Teacher  
HCHS Teacher  
HCHS Teacher

Support Staff

Ruby Self  
Patricia Shutts

EHMS Assistant  
CES Assistant

## Resignation

### Professional

Dr. Sally Albright  
R.E. McDonald  
William Gallegos  
Sandie Luna  
Karen Cost  
Becky Malugin  
Chauca Moore  
Demetria Worley

EHIS Assistant Principal  
HCHS Teacher  
HCHS Teacher  
EHIS Teacher  
EHMS Teacher  
Central Office Supervisor  
EHHS Teacher  
EHHS Teacher

### Support Staff

Katelyn Skelton

CES Assistant

## Retirement

### Professional

### Support Staff

## Transfers

### Professional

Lea Ann Buchanan  
Lisa McFarlin  
Shaun Lawson  
Lori Bentley  
Allison Kasper  
Levi Griego  
Mollie Chessor

CIS Teacher to EHMS CTE Lab  
CES Sp Ed to EHIS Sp Ed  
HCMS Sp Ed to HCHS Sp Ed  
EHES Sp Ed to CIS Sp Ed  
EHMS Teacher to HCHS  
HCHS Sp Ed to EHIS Sp Ed  
EHIS Assistant Principal  
to CES Teacher

### Support Staff

Cadie King

CES Assistant to CIS Assistant

## **Appointment**

### **Professional**

### **Support Staff**

Andrew Fink  
Darren Kennedy  
Scott Christy  
Luke Istre

EHMS Baseball Coach  
EHMS Football Coach  
HCHS Asst. Football Coach  
HCHS Boys Soccer Coach

## **Open Positons**

[www.hickmank12.org](http://www.hickmank12.org)

Click On Employment Opportunities

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

141	General Purpose School	Account	Description	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
				Budget Estimate	Actual		% of Budget	Actual	% of Avg
<b>Revenues</b>									
40110			Current Property Tax	3,032,648.00	(3,168,716.37)	104.49%	252,720.67	(11,520.81)	4.56%
40120			Trustee's Collections - Prior Year	65,000.00	(64,844.55)	99.76%	5,416.67	(1,909.91)	35.26%
40125			Trustee's Collections - Bankruptcy	500.00	(102.80)	20.56%	41.67	(6.80)	16.32%
40130			Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(25,551.92)	54.37%	3,916.67	(1,720.32)	43.92%
40140			Interest And Penalty	15,000.00	(13,109.83)	87.40%	1,250.00	(646.03)	51.68%
40161			Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,889.73)	72.24%	333.33	(240.81)	72.24%
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	2,535,177.00	(3,000,358.95)	118.35%	211,264.75	(292,190.87)	138.31%
40270			Business Tax	35,000.00	(38,777.05)	110.79%	2,916.67	(5,441.48)	186.57%
41110			Marriage Licenses	1,300.00	(1,244.50)	95.73%	108.33	(171.00)	157.85%
43570			Receipts From Individual Schools	30,000.00	(12,501.88)	41.67%	2,500.00	(7,230.29)	289.21%
43582			Community Service Fees - Adults	200.00	(91.10)	45.55%	16.67	0.00	0.00%
44120			Lease/Rentals/PPP	10,000.00	(2,230.00)	22.30%	833.33	(1,325.00)	159.00%
44170			Miscellaneous Refunds	30,000.00	(36,699.67)	122.33%	2,500.00	(38.18)	1.53%
44530			Sale Of Equipment	15,000.00	(15,379.40)	102.53%	1,250.00	(184.20)	14.74%
44560			Damages Recovered From Individuals	3,000.00	(20,316.39)	677.21%	250.00	(3,424.26)	1,369.70%
44570			Contributions & Gifts	57,000.00	(66,834.00)	117.25%	4,750.00	(834.00)	17.56%
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	(24,099,288.72)	99.47%	2,019,051.50	(1,839,866.71)	91.13%
46515			Early Childhood Education	621,613.12	(272,172.54)	43.78%	51,801.09	0.00	0.00%
46520			School Food Service	22,000.00	(16,683.87)	75.84%	1,833.33	0.00	0.00%
46550			Driver Education	5,000.00	(8,198.65)	163.97%	416.67	0.00	0.00%
46590			Other State Education Funds	602,755.34	0.00	0.00%	50,229.61	0.00	0.00%
46610			Career Ladder Program	45,000.00	(36,982.90)	82.18%	3,750.00	0.00	0.00%
46790			Other Vocational	1,832,972.08	(128,844.62)	7.03%	152,747.67	(75,074.00)	49.15%
46851			State Revenue Sharing -T.V.A.	230,000.00	(204,755.57)	89.02%	19,166.67	(51,722.88)	269.86%
46980			Other State Grants	192,531.41	(435.01)	0.23%	16,044.28	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	(73,684.92)	105.26%	5,833.33	(7,368.49)	126.32%
48130			Contributions	120,000.00	(120,000.00)	100.00%	10,000.00	0.00	0.00%
48990			Other	187,000.00	(49,920.79)	26.70%	15,583.33	0.00	0.00%
49700			Insurance Recovery	228,896.80	(212,960.62)	93.04%	19,074.73	0.00	0.00%
49800			Transfers In	141,936.38	(137,817.18)	97.10%	11,828.03	(137,817.18)	1,165.17%
<b>Total Revenues</b>				<b>34,708,952.13</b>	<b>(31,837,393.53)</b>	<b>91.73%</b>	<b>2,892,412.68</b>	<b>(2,438,733.22)</b>	<b>84.31%</b>
<b>Expenditures</b>									
71100			Regular Instruction Program	(16,437,249.58)	15,338,906.39	93.32%	(1,369,770.80)	521,019.43	38.04%
71150			Alternative Instruction Program	(297,165.00)	245,351.66	82.56%	(24,763.75)	49,260.28	198.92%

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
141	General Purpose School						
71200	Special Education Program	(3,961,979.12)	3,576,372.10	90.27%	(330,164.93)	1,074,932.75	325.57%
71300	Career and Technical Education	(2,110,363.32)	1,371,497.42	64.99%	(175,863.61)	391,730.03	222.75%
72110	Attendance	(221,255.00)	171,251.04	77.40%	(18,437.92)	11,761.81	63.79%
72120	Health Services	(997,090.40)	822,131.58	82.45%	(83,090.87)	209,530.48	252.17%
72130	Other Student Support	(1,254,128.00)	1,139,946.14	90.90%	(104,510.67)	359,169.30	343.67%
72210	Regular Instruction Program	(1,702,407.81)	1,581,700.02	92.91%	(141,867.32)	474,932.06	334.77%
72220	Special Education Program	(379,981.00)	359,123.69	94.51%	(31,665.08)	50,614.58	159.84%
72230	Career and Technical Education	(245,411.41)	166,384.19	67.80%	(20,450.95)	22,750.90	111.25%
72250	Technology	(463,782.00)	430,120.42	92.74%	(38,648.50)	33,125.06	85.71%
72290	Other Programs	(35,000.00)	26,390.84	75.40%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(716,803.00)	575,195.35	80.24%	(59,733.58)	21,041.69	35.23%
72320	Director Of Schools	(330,801.00)	310,581.22	93.89%	(27,566.75)	62,007.08	224.93%
72410	Office Of The Principal	(2,090,218.00)	1,882,695.76	90.07%	(174,184.83)	560,762.56	321.94%
72510	Fiscal Services	(50,000.00)	47,303.00	94.61%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,681,750.00)	2,512,534.04	93.69%	(223,479.17)	159,375.80	71.32%
72620	Maintenance Of Plant	(1,421,686.41)	1,031,423.06	72.55%	(118,473.87)	122,439.73	103.35%
72710	Transportation	(2,298,343.91)	1,912,416.14	83.21%	(191,528.66)	388,338.41	202.76%
72810	Central And Other	(373,528.90)	159,379.50	42.67%	(31,127.41)	9,204.26	29.57%
73100	Food Service	(49,759.00)	48,431.82	97.33%	(4,146.58)	43,481.82	1,048.62%
73300	Community Services	(115,277.00)	108,902.57	94.47%	(9,606.42)	36,827.95	383.37%
73400	Early Childhood Education	(519,555.00)	474,934.38	91.41%	(43,296.25)	118,103.55	272.78%
76100	Regular Capital Outlay	(1,739,694.83)	680,304.72	39.10%	(144,974.57)	345,981.72	238.65%
<b>Total</b>	<b>Expenditures</b>	<b>(40,493,229.69)</b>	<b>34,973,277.05</b>	<b>86.37%</b>	<b>(3,374,435.81)</b>	<b>5,066,391.25</b>	<b>150.14%</b>
<b>141</b>	<b>General Purpose School</b>	<b>(5,784,277.56)</b>	<b>3,135,883.52</b>	<b>54.21%</b>	<b>(482,023.13)</b>	<b>2,627,658.03</b>	<b>545.13%</b>

**Estimated EOY Fund Balance  
for General Purpose - Fund 141**

Current Expenditure in (Excess) of Revenue		\$ (3,135,883.52)
<b>Accruals (Estimated)</b>		
TISA	\$605,259.63	
VPK	146,827.46	
ISM	155,670.57	
Safety	67,684.41	
SSEP	37,254.22	
ESSER 3	158,681.72	
Local Option	283,200.11	
<b>Total Accrual Revenues</b>		<b>1,454,578.12</b>
		<b>(1,681,305.40)</b>
FY 2025 BOY Fund Balance		13,325,415.00
Projected Exp in (Excess) of Rev		(1,681,305.40)
<b>FY 2025 EOY Fund Balance (projected)</b>		<b>\$ 11,644,109.60</b>

**Note:** Accrued Revenues & Expenditures for Funds 141, 142 & 143 have not been booked yet. The above numbers are estimates for Fund 141. There may be others as the financials are reviewed during the July closing process.

**Estimated EOY Fund Balance  
for General Purpose - Fund 141**

Current Expenditure in (Excess) of Revenue		\$ (3,135,883.52)
<b>Accruals (Estimated)</b>		
TISA	\$605,259.63	
VPK	146,827.46	
ISM	155,670.57	
Safety	67,684.41	
SSEP	37,254.22	
ESSER 3	158,681.72	
Local Option	283,200.11	
<b>Total Accrual Revenues</b>		<b>1,454,578.12</b>
		<b>(1,681,305.40)</b>
FY 2025 BOY Fund Balance		13,325,415.00
Projected Exp in (Excess) of Rev		(1,681,305.40)
<b>FY 2025 EOY Fund Balance (projected)</b>		<b>\$ 11,644,109.60</b>

**Note:** Accrued Revenues & Expenditures for Funds 141, 142 & 143 have not been booked yet. The above numbers are estimates for Fund 141. There may be others as the financials are reviewed during the July closing process.

142	School Federal Projects	Account	Description	Year-To-Date			Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>									
44170			Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131			Vocational Educ - Basic Grants To	74,394.32	(54,157.03)	72.80%	6,199.53	0.00	0.00%
47141			Title 1 Grants To Local Educ Agencies	1,249,111.22	(1,055,237.65)	84.48%	104,092.60	(255,167.76)	245.14%
47143			Special Education - Grants To States	1,142,048.92	(686,821.02)	60.14%	95,170.74	0.00	0.00%
47145			Special Education Preschool Grants	50,643.08	(9,065.04)	17.90%	4,220.26	0.00	0.00%
47146			English Language Acquisition Grants	0.00	(101,634.81)	0.00%	0.00	0.00	0.00%
47148			Rural Education	120,160.42	(73,207.60)	60.92%	10,013.37	(7,805.02)	77.95%
47189			Eisenhower Prof Development State	205,381.20	(127,087.46)	61.88%	17,115.10	(32,996.62)	192.79%
47309			COVID-19 Grant D	88,000.00	(77,225.00)	87.76%	7,333.33	(77,225.00)	1,053.07%
47401			American Rescue Plan Act Grant #1	1,638,423.78	(1,437,315.32)	87.73%	136,535.32	0.00	0.00%
47590			Other Federal Through State	166,755.57	0.00	0.00%	13,896.30	0.00	0.00%
			<b>Total Revenues</b>	<b>4,734,918.51</b>	<b>(3,621,750.93)</b>	<b>76.49%</b>	<b>394,576.54</b>	<b>(373,194.40)</b>	<b>94.58%</b>
<b>Expenditures</b>									
71100			Regular Instruction Program	(1,591,123.73)	1,454,073.05	91.39%	(132,593.64)	200,824.41	151.46%
71150			Alternative Instruction Program	(7,865.50)	7,631.70	97.03%	(655.46)	(43.50)	-6.64%
71200			Special Education Program	(961,160.58)	770,550.19	80.17%	(80,096.72)	206,902.71	258.32%
71300			Career and Technical Education	(73,551.91)	73,499.81	99.93%	(6,129.33)	2,353.70	38.40%
72110			Attendance	(2,338.00)	2,335.10	99.88%	(194.83)	0.00	0.00%
72120			Health Services	(11,555.00)	10,392.10	89.94%	(962.92)	0.00	0.00%
72130			Other Student Support	(77,824.29)	70,924.31	91.13%	(6,485.36)	0.00	0.00%
72210			Regular Instruction Program	(984,656.44)	798,634.58	81.11%	(82,054.70)	103,765.79	126.46%
72220			Special Education Program	(375,579.15)	359,024.63	95.59%	(31,298.26)	92,961.95	297.02%
72230			Career and Technical Education	(7,201.66)	7,198.76	99.96%	(600.14)	3,303.47	550.45%
72250			Technology	(64,604.09)	46,888.84	72.58%	(5,383.67)	(14,050.00)	-260.97%
72320			Director Of Schools	(3,549.50)	3,546.50	99.92%	(295.79)	0.00	0.00%
72410			Office Of The Principal	(13,843.00)	13,840.20	99.98%	(1,153.58)	0.00	0.00%
72610			Operation Of Plant	(265,092.49)	114,972.28	43.37%	(22,091.04)	(144,631.72)	-654.71%
72620			Maintenance Of Plant	(8,245.50)	7,676.25	93.10%	(687.13)	0.00	0.00%
72710			Transportation	(51,780.00)	36,498.60	70.49%	(4,315.00)	1,540.00	35.69%
73100			Food Service	(73,389.50)	72,567.26	98.88%	(6,115.79)	0.00	0.00%
73300			Community Services	(2,393.00)	2,390.00	99.87%	(199.42)	0.00	0.00%
73400			Early Childhood Education	(6,904.00)	6,333.95	91.74%	(575.33)	0.00	0.00%
76100			Regular Capital Outlay	(14,443.99)	14,443.99	100.00%	(1,203.67)	0.00	0.00%
99100			Transfers Out	(137,817.18)	137,817.18	100.00%	(11,484.77)	137,817.18	1,200.00%
			<b>Total Expenditures</b>	<b>(4,734,918.51)</b>	<b>4,011,239.28</b>	<b>84.72%</b>	<b>(394,576.54)</b>	<b>590,743.99</b>	<b>149.72%</b>
<b>Total</b>	<b>142</b>	<b>School Federal Projects</b>		<b>0.00</b>	<b>389,488.35</b>	<b>100.00%</b>	<b>0.00</b>	<b>217,549.59</b>	<b>0.00%</b>

143	Central Cafeteria	Account	Description	Year-To-Date			Month-To-Date		
				Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>									
43521			Lunch Payments - Children	0.00	7,033.94	0.00%	0.00	(5.50)	0.00%
43522			Lunch Payments - Adults	28,498.00	(26,389.91)	92.60%	2,374.83	(330.50)	13.92%
43523			Income From Breakfast	2,969.00	(1,272.05)	42.84%	247.42	(18.05)	7.30%
43525			A La Carte Sales	225,000.00	(206,932.85)	91.97%	18,750.00	(624.47)	3.33%
43570			Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110			Investment Income	1,000.00	(269.28)	26.93%	83.33	(16.27)	19.52%
44170			Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47111			USDA School Lunch Program	1,700,000.00	(1,519,554.74)	89.39%	141,666.67	(45,186.62)	31.90%
47112			USDA - Commodities	0.00	(100,001.97)	0.00%	0.00	(100,001.97)	0.00%
47113			Breakfast	750,000.00	(566,849.59)	75.58%	62,500.00	(26,105.28)	41.77%
47114			USDA - Other	0.00	(9,483.98)	0.00%	0.00	0.00	0.00%
			<b>Total Revenues</b>	<b>2,707,467.00</b>	<b>(2,423,720.43)</b>	<b>89.52%</b>	<b>225,622.25</b>	<b>(172,288.66)</b>	<b>76.36%</b>
<b>Expenditures</b>									
73100			Food Service	(3,248,963.00)	2,944,829.41	90.64%	(270,746.92)	93,297.81	34.46%
			<b>Total Expenditures</b>	<b>(3,248,963.00)</b>	<b>2,944,829.41</b>	<b>90.64%</b>	<b>(270,746.92)</b>	<b>93,297.81</b>	<b>34.46%</b>
<b>Total</b>	<b>143</b>	Central Cafeteria		<b>(541,496.00)</b>	<b>521,108.98</b>	<b>96.24%</b>	<b>(45,124.67)</b>	<b>(78,990.85)</b>	<b>-175.05%</b>

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date	
			Actual	% of Budget		Actual	% of Avg
<b>141</b>	General Purpose School						
<b>Revenues</b>							
40110	Current Property Tax	3,032,648.00	(3,168,716.37)	104.49%	252,720.67	(11,520.81)	4.56%
40120	Trustee's Collections - Prior Year	65,000.00	(64,844.55)	99.76%	5,416.67	(1,909.91)	35.26%
40125	Trustee's Collections - Bankruptcy	500.00	(102.80)	20.56%	41.67	(6.80)	16.32%
40130	Cir Clk/Clk & Master Collections-Pr Yr	47,000.00	(25,551.92)	54.37%	3,916.67	(1,720.32)	43.92%
40140	Interest And Penalty	15,000.00	(13,109.83)	87.40%	1,250.00	(646.03)	51.68%
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,889.73)	72.24%	333.33	(240.81)	72.24%
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	2,535,177.00	(3,000,358.95)	118.35%	211,264.75	(292,190.87)	138.31%
40270	Business Tax	35,000.00	(38,777.05)	110.79%	2,916.67	(5,441.48)	186.57%
41110	Marriage Licenses	1,300.00	(1,244.50)	95.73%	108.33	(171.00)	157.85%
43570	Receipts From Individual Schools	30,000.00	(12,501.88)	41.67%	2,500.00	(7,230.29)	289.21%
43582	Community Service Fees - Adults	200.00	(91.10)	45.55%	16.67	0.00	0.00%
44120	Lease/Rentals/PPP	10,000.00	(2,230.00)	22.30%	833.33	(1,325.00)	159.00%
44170	Miscellaneous Refunds	30,000.00	(36,699.67)	122.33%	2,500.00	(38.18)	1.53%
44530	Sale Of Equipment	15,000.00	(15,379.40)	102.53%	1,250.00	(184.20)	14.74%
44560	Damages Recovered From Individuals	3,000.00	(20,316.39)	677.21%	250.00	(3,424.26)	1,369.70%
44570	Contributions & Gifts	57,000.00	(66,834.00)	117.25%	4,750.00	(834.00)	17.56%
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	(24,099,288.72)	99.47%	2,019,051.50	(1,839,866.71)	91.13%
46515	Early Childhood Education	621,613.12	(272,172.54)	43.78%	51,801.09	0.00	0.00%
46520	School Food Service	22,000.00	(16,683.87)	75.84%	1,833.33	0.00	0.00%
46550	Driver Education	5,000.00	(8,198.65)	163.97%	416.67	0.00	0.00%
46590	Other State Education Funds	602,755.34	0.00	0.00%	50,229.61	0.00	0.00%
46610	Career Ladder Program	45,000.00	(36,982.90)	82.18%	3,750.00	0.00	0.00%
46790	Other Vocational	1,832,972.08	(128,844.62)	7.03%	152,747.67	(75,074.00)	49.15%
46851	State Revenue Sharing - T.V.A.	230,000.00	(204,755.57)	89.02%	19,166.67	(51,722.88)	269.86%
46980	Other State Grants	192,531.41	(435.01)	0.23%	16,044.28	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	(73,684.92)	105.26%	5,833.33	(7,368.49)	126.32%
48130	Contributions	120,000.00	(120,000.00)	100.00%	10,000.00	0.00	0.00%
48990	Other	187,000.00	(49,920.79)	26.70%	15,583.33	0.00	0.00%
49700	Insurance Recovery	228,996.80	(212,960.62)	93.04%	19,074.73	0.00	0.00%
49800	Transfers In	141,936.38	(137,817.18)	97.10%	11,828.03	(137,817.18)	1,165.17%
	<b>Total Revenues</b>	<b>34,708,952.13</b>	<b>(31,837,393.53)</b>	<b>91.73%</b>	<b>2,892,412.68</b>	<b>(2,438,733.22)</b>	<b>84.31%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(16,437,249.58)	15,338,906.39	93.32%	(1,369,770.80)	521,019.43	38.04%
71150	Alternative Instruction Program	(297,165.00)	245,351.66	82.56%	(24,763.75)	49,260.28	198.92%



### Civil Rights and Bullying Compliance Trend Report

	2020-21	2021-22	2022-23	2023-24	2024-25
Total number of harassment, intimidation, bullying, or cyber-bullying cases brought to the attention of the school officials	33	38	47	91	63
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation indicated bullying <b>occurred</b>	27	14	24	35	21
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving race, color, or national origin	2	6	6	7	3
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving sex or gender-based discrimination	9	6	3	2	3
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving disability	0	0	1	2	2
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving the use of electronic technology	7	3	3	9	1
Total number of harassment, intimidation, bullying, or cyber-bullying cases, investigation not initiated within 48 hours. appropriate interventions not initiated within 20 days, or cases still pending	0	0	0	0	0
Total number of harassment, intimidation, bullying, or cyber-bullying cases appropriate interventions not initiated within 20 calendar days.	0	0	0	0	0
Total number of harassment, intimidation, bullying, or cyber-bullying cases cases still pending.	0	0	0	0	0
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in any disciplinary action other than out-of-school suspension	30	35	44	70	23
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension less than 10 days	2	1	2	0	3
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension of 10 days or more	2	2	1	1	3

**Tennessee School Systems for Equity**

Wayne Qualls, Executive Director Emeritus  
Marlon Davis, Executive Director

**2025 – 2026 Membership Dues Invoice**

Hickman County

Board of Education

Dues Structure

ADM Used is 6<sup>th</sup> Month of Current FY AS Reported BY TDOE  
\$1.50 Per Student Up To First 1500 ADM  
\$0.75 Per Student Up To Next 3000 ADM  
Calculation Capped At 4500 ADM

2890

6<sup>th</sup> Month FY 2024-2025 ADM

I. \$1.50 X 1500 = \$ 2250  
ADM Up To First 1500 Students

II. \$0.75 X 1390 = \$ 1043  
ADM Up To Next 3000 Students  
(Capped at 4500 ADM by TSSE Board)

III. Total Amount of Dues for 2025–2026 (I+II) = \$ 3,293.00

**Please Remit To: TSSE**  
**2880 Dodd Hollow Road**  
**Centerville, TN 37033**

Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

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**Fwd: HICKMAN 911 FUNDS FOR HICKMAN SCHOOL RADIO UPGRADE**

1 message

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**Derek Newsom** <[derek.newsom@hickmank12.org](mailto:derek.newsom@hickmank12.org)>  
To: Debbie Breece <[debbie.breece@hickmank12.org](mailto:debbie.breece@hickmank12.org)>

Tue, Jul 1, 2025 at 8:28 AM

911 has committed \$22,408.07 for the radio upgrade. The total for this from HCBOE will be \$83,560.53 - \$22,408.07 = \$61,152.46.

Thank you

Derek Newsom  
Hickman County Schools  
ESSER Grants Manager  
931-729-3391 ext. 2525

----- Forwarded message -----

From: **Hickman County E911** <[e911@bellsouth.net](mailto:e911@bellsouth.net)>  
Date: Mon, Jun 30, 2025, 5:07 PM  
Subject: HICKMAN 911 FUNDS FOR HICKMAN SCHOOL RADIO UPGRADE  
To: [derek.newsom@hickmank12.org](mailto:derek.newsom@hickmank12.org) <[derek.newsom@hickmank12.org](mailto:derek.newsom@hickmank12.org)>

Derek,

I apologize for the delay; I was out of town. The E-911 Board contribution that has already been approved to spend is, \$22,408.07. Also, for reference, I will attach the org quote for equipment migration which the board was going to absorb the cost. If I can be of any more assistance, please let me know.

Have a great day,

April Wilkerson, CMCP  
District Director

Hickman County E-911  
931-729-2259  
[Hickman911.com](http://Hickman911.com)  
119 N Central Ave, Centerville, TN 37033





beelectronics.com

3890 North Highland Avenue  
 Jackson, Tennessee 38305  
 T: 731-668-0325  
 F: 731-668-3178

# QUOTATION

Payment Due NET 30

TN LIC # C-0545

## Estimated School System Relocation Cost

November 16, 2023

Hickman Co 911

Quote # 2023111801e  
 Quote by: M Badgett Jr

### Section 1: Hickman Co Schools Radio System Relocation Nine-Mile, Pleasantville and East

Qty	Part #	Description	Each	Total
3	DB-408	CommScope Exposed Di-Pole Antenna	\$ 1,220.00	\$ 3,660.00
800	AVA-5	CommScope 7/8" Heliac	\$ 5.50	\$ 4,400.00
6	78EZN	CommScope Type-N Connector Female	\$ 65.03	\$ 390.18
3	L5SGRIP	7/8" Hoisting Grip	\$ 45.60	\$ 136.80
9	SG78-1282U	7/8" Heliac Grounding Kits	\$ 44.91	\$ 404.19
3	1224JP-N	1/2" N - N Jumper - 6 Foot	\$ 125.20	\$ 375.60
10	SSH-78	7/8" Stackable Cable Hangers 10 pk	\$ 49.13	\$ 491.30
16	L-001	Installation Services	\$ 175.00	\$ 2,800.00
3	L-052	Tower Labor	\$ 3,250.00	\$ 9,750.00
Estimated Cost:				\$ 22,408.07

- 911 -  
 Contribution

\*\*The new antennas will be used in the Sheriff's system and the old antennas will remain for the schools.

### Terms and Conditions

- Prices do NOT include taxes. Taxes may apply.
- Prices and availability are subject to change without notice.
- Project Terms: 50% on order, 40% on Delivery and 10% upon completion
- This proposal is valid for 30 days.
- B&E ELECTRONICS, INC.'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL B&E ELECTRONICS, INC. BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Michael Badgett Jr.  
 Michael R. Badgett, Jr.  
 Vice-President  
 B&E Electronics, Inc.

Acceptance Signature  
 Date of Acceptance



beelectronics.com

3890 North Highland Avenue  
 Jackson, Tennessee 38305  
 T: 731-668-0325  
 F: 731-668-3178

# QUOTATION

Payment Due NET 30

TN LIC # C-0545

## 6 Site DMR Simulcast Network

June 23, 2025

Hickman Co Board of Education - TN

Quote # 2025062301  
 Quote by: M Badgett Jr

### Section 1: Master Site High Availability (9 Mile Ridge and East Tank)

Qty	Part #	Description	Each	Total
2	TB9435S-100T	TB9435 Single 100 W Chassis Assembly	\$ 1,158.84	\$ 2,317.68
2	T01-11103-LAAA	TB9400 Reciter 440-480MHz	\$ 2,339.14	\$ 4,678.28
2	T01-11121-LBAA	TB9400 Linear PA 440-480MHz 100 Watt	\$ 1,847.78	\$ 3,695.56
2	TBA30A2-2100-S	TB9400 PMU ACDC 24 Aux 12	\$ 2,266.62	\$ 4,533.24
2	219-01561-00	CBL Cord 2m USA Black	\$ 11.84	\$ 23.68
2	TBAS304	SFE: DMR Conventional Operation	\$ 199.80	\$ 399.60
2	TBAS306	SFE: DMR Central Voter Master Site	\$ 4,936.54	\$ 9,873.08
2	047-EMR100U	Band Pass Band Reject Duplexer 100W 5M	\$ 2,760.00	\$ 5,520.00
Sub-Total:				\$ 31,041.12

### Section 2: Slave Sites (Pleasantville, Highway 230, HCHS and Central Office Sites)

Qty	Part #	Description	Each	Total
4	TB9310H5B00000A000	DMR 400-470MHz 40 Watt AC	\$ 3,355.90	\$ 13,423.60
4	219-01561-00	CBL Cord 2m USA Black	\$ 11.84	\$ 47.36
4	TBAS304	SFE: DMR Conventional Operation	\$ 199.80	\$ 799.20
4	TBAS307	SFE: IP Networking Slave	\$ 779.96	\$ 3,119.84
4	047-EMR50U	Band Pass Duplexer 50W	\$ 1,377.50	\$ 5,510.00
Sub-Total:				\$ 22,900.00

### Section 3: Antenna Systems (Pleasantville and HCHS)

Qty	Part #	Description	Each	Total
1	DB-408	UHF 6db Exposed Di-Pole Antenna	\$ 1,961.11	\$ 1,961.11
1	DB-5002	3 Foot Sidearm Bracket Kit	\$ 430.00	\$ 430.00
120	AVA-5	CommScope 7/8" Heliac	\$ 8.00	\$ 960.00
2	sg78-12820	7/8 Heliac Copper Ground Wrap Kit	\$ 39.42	\$ 78.84
2	ssh-78-4	7/8 Stackable Pop In Hanger	\$ 53.97	\$ 107.94
1	192568	7/8" Hoisting Grip Kit	\$ 40.00	\$ 40.00
2	78EZN	AVA-5 NF Positive Stop Connector	\$ 40.83	\$ 81.66
1	11316	Vapor Wrap Sealant	\$ 271.67	\$ 271.67
1	IS-50NX-CO-MA	PolyPhaser NM - NF Surge Protector	\$ 143.63	\$ 143.63
1	FG4500	450-470M Unity Gain 24" Antenna	\$ 164.22	\$ 164.22
150	LMR-400	LMR-400 Coax per Foot	\$ 1.95	\$ 292.50
2	TC-400-NMH-X	N Male LMR-400 Connector	\$ 18.92	\$ 37.84
1	L-045	Shipping and Freight	\$ 750.00	\$ 750.00
Sub-Total:				\$ 5,319.41

### Section 4: Services

Qty	Part #	Description	Each	Total
2	L-059	Tower Crew Labor and Materials	\$ 3,750.00	\$ 7,500.00
6	L-001	Installation Services and Materials	\$ 2,800.00	\$ 16,800.00
Sub-Total:				\$ 24,300.00
<b>TOTAL:</b>				<b>\$ 83,560.53</b>

**Terms and Conditions**

- 1 Prices do NOT include taxes. Taxes may apply.
- 2 Prices and availability are subject to change without notice.
- 3 Project Terms: 50% on order, 40% on Delivery and 10% upon completion
- 4 This proposal is valid for 90 days.
- 5 B&E ELECTRONICS, INC.'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL B&E ELECTRONICS, INC. BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

Michael Badgett Jr.  
 Michael R. Badgett, Jr.  
 Vice-President  
 B&E Electronics, Inc.

\_\_\_\_\_  
 Acceptance Signature

\_\_\_\_\_  
 Date of Acceptance

Mr. Mullins,

HCMS has a classroom set of 13 Lyons guitars that we purchased from CIS in 2022. We used them for our Summer Learning Program (Zach Bentley taught the class), but we haven't used them since that time. They are currently taking up valuable space in our Band Room that our band teacher would like to utilize.

I'm reaching out to ask if it would be ok to sell them either as a fundraiser or to another school (not necessarily in our district). I'd like to get the word out through Facebook Marketplace to see if a school would be interested if this is permissible.

If a set was purchased today, the cost of 10 guitars would be approximately \$699.99 (see attachment). We would like to sell them for \$30-\$35 each.

Thank you in advance for your guidance.

Tina S. Thigpen, M.Ed  
Principal  
Hickman County Middle School

9:05



# Sold Out

We're sorry, the Lyons Classroom Guitar Program Kit 4/4 buy 10, get one FREE! is no longer available. Check out what's in stock today!

[Shop Now](#)

**Lyons Classroom Guitar Program Kit 4/4 buy 10, get one FREE!**

(0)

Item #:1300744185492

**\$699.99**

**Call Or Chat**  
with our Gear  
Advisors for  
special  
discounts on  
custom bundl  
—Now thru 6/

Give Feedback



 **Let's Chat**



**Ship to Store: Nashville, TN**

**Sold Out**



guitarcenter.com

9:05



# undefined Classroom Guitar 1/2 Size

★★★★☆ 5 Reviews | [Write Review](#)

Sorry, this item is not available.

See other [Lyons Acoustic Classical & Nylon Guitars](#)

## Product Description

**Affordable entry-level guitar for helping get your students on the path to becoming classical guitarists.**

Designed for tonal beauty and a clean aesthetic this economically priced classroom guitar is built to survive the wear and tear of a student environment. It features a laminated spruce top with a stylish rosette, slotted headstock, 19 frets, and nylon strings. Available in full and fractional sizes, your students will not only enjoy their lessons but the sound they will be producing as well.

Give Feedback

Check the drop-down menu to the right to select the size you want.

Each Lyons Classroom guitar includes a gig bag.



Show Less



**Hickman County Board of Education**  
**Budget Amendment No. 1**  
**General Purpose (Fund 141)**  
**July 7, 2025**

Account	Description	Debit	Credit	Justification	
46790 - - ISM	Revenue	784,701.67			
71300 - 429 - ISM	Instructional Supplies & Materials		3,125.35		
71300 - 429 - ISMC	Inst Supp & Mat (Consumables)		3,011.31		
71300 - 471 - ISM	Software		141,050.00		
71300 - 730 - ISM	Vocational Instruction Equip		444,601.53		
72230 - 189 - ISM	Other Salaries and Wages		46,769.81	Innovative School Model Grant	
72230 - 201 - ISM	Social Security		3,124.98		
72230 - 204 - ISM	Pensions		9,176.70		
72230 - 207 - ISM	Medical Insurance		8,657.78		
76100 - 304 - ISM	Architects		107,613.21		
76100 - 706 - ISM	Building Construction		571.00		
76100 - 707 - ISM	Building Improvements		17,000.00		
		\$ 784,701.67	\$ 784,701.67		

**Approved:**

**Attest:**

**Board Chair**

**John Mullins**



Hickman County Board of Education  
 Budget Amendment - 39  
 Fund 142 -Federal Programs  
 June 25, 2025

Account	Description	Debit	Credit	Justification	
71300 - 163 - - 801	Educational Assistants		\$ 420.30	To bring CTE Perkins into agreement with ePlan approved budget	
71300 - 201 - - 801	Social Security		4.48		
71300 - 204 - - 801	State Retirement		51.21		
71300 - 207 - - 801	Medical Insurance	\$ 10.12			
71300 - 429 - - 801	Instructional Supplies & Mat		3,533.87		
71300 - 429 - C - 801	Inst. Supp & Mat (Consumables)	101.06			
71300 - 499 - - 801	Other Supplies	1,017.91			
72130 - 524 - PD - 801	InService		356.58		
72130 - 599 - C - 801	Other Charges - (Consumables)	2,849.71			
72230 - 162 - - 801	Clerical Personnel		46.90		
72230 - 201 - - 801	Social Security		0.40		
72230 - 204 - - 801	State Retirement		5.99		
72230 - 207 - - 801	Medical Insurance	1.12			
72230 - 524 - - 801	InService	439.81			
	<b>TOTALS</b>	<b>\$ 4,419.73</b>	<b>\$ 4,419.73</b>		

Approved:

  
 Board Chair  
 6-29-25

Attest:

  
 John Mullins  
 6-25-25

Hickman County Board of Education  
 Budget Amendment - 40  
 Fund 141 - General Purpose  
 June 25, 2025

Account	Description	Debit	Credit	Justification
71100 - 204 -	Pension	\$ 82,000.00		To record Hybrid Stabilization Expenditures for Retirement
71100 - 217 -	Hybrid Stabilization		\$ 82,000.00	
72120 - 201 -	Social Security	\$ 2,657.87		To cover Insurance Benefits and other charges in excess of budgeted line-items
72120 - 204 -	Pensions	\$ 2,196.64		
72120 - 399 -	Other Contracted Services	\$ 4,137.08		
72120 - 207 -	Medical Ins		\$ 7,900.00	
72120 - 599 -	Other Charges		\$ 1,091.59	
72130 - 204 -	Pensions	\$ 14,864.45		To cover cost in excess of original estimate for program
72130 - 207 -	Medical Ins		\$ 14,864.45	
72310 - 204 -	Pensions	\$ 15,800.00		To properly record Medical Ins for program
72310 - 207 -	Medical Ins		\$ 15,800.00	
71200 - 204 -	Pensions	\$ 4,000.00		To properly record Medical Ins for program
71200 - 207 -	Medical Ins		\$ 4,000.00	
71200 - 399 -	Other Contracted Services	\$ 5,203.33		To cover contracted services with Agencies in excess of estimate
71200 - 429 -	Instructional Supplies	\$ 2,996.67		
71200 - 312 -	Contract w/ Pvt Agcy		8,200.00	To cover expenditures in excess of original estimate
72220 - 355 -	Travel	295.30		
72220 - 336 -	Maintenance & Rep Eq		295.30	
72610 - 399	Other Contracted Services	15,000.00		To cover expenditure moved from ESSER 3
72610 - 307	Communications		15,000.00	
72610 - 434	Natural Gas	22,000.00		Exp in excess of original estimate for water & sewer Purchase of Fuel Tank
72610 - 454	Water & Sewer		20,000.00	
72610 - 790	Other Equipment		2,000.00	
72210 - 524 -	Inservice	345.70		To cover exp in excess of original estimate
72210 - 336 -	Maintenance & Rep Eq		51.02	
72210 - 355 -	Travel		11.24	
72210 - 399 -	Other Contracted Svc		283.44	
<b>TOTALS</b>		<b>\$ 171,497.04</b>	<b>\$ 171,497.04</b>	

Approved:

Board Chair  
  
 6-29-25

Attest:

John Mullins  
  
 6-26-25

**Hickman County Board of Education**  
**Budget Amendment - 41**  
**Fund 143 - Food Service**  
**June 25, 2025**

Account	Description	Debit	Credit	Justification
73100 - 399 - - 73100 - 336 - -	Other Contracted Services Maintenance & Repair Svc	\$ 4,320.66	\$ 4,320.66	To cover Maintenance & Repair Services
<b>TOTALS</b>		<u>\$ 4,320.66</u>	<u>\$ 4,320.66</u>	

**Approved:**

*Randy Lane*

Board Chair

6-29-25

**Attest:**

*John Mullins*

John Mullins

Hickman County Board of Education  
 Budget Amendment - 42  
 Fund 142 - Federal Programs  
 June 26, 2025

Account	Description	Debit	Credit	Justification
142 - 72210 - 790 - 010	Other Equipment	\$ 550.00		To bring Con Adm, Title I & Title II into agreement with ePlan
142 - 72210 - 336 - 010	Maintenance * Repair Eq		\$ 550.00	
142 - 71100 - 189 - 101	Other Salaries & Wages	20,880.80		
142 - 99100 - 504 - 101	Indirect Cost		\$ 20,880.80	
142 - 72210 - 524 - 201	Inservice	6,000.00		
142 - 72210 - 599 - 201	Other Charges		6,000.00	
<b>TOTALS</b>		<u>\$ 27,430.80</u>	<u>\$ 27,430.80</u>	

Approved:

Attest:

Board Chair

*Ray Lane*  
6-29-25

John Mullins

*John Mullins*  
6-26-25



East Hickman Elementary School will not have any fees for the upcoming 2025-2026 school year.

Leigha Coble, Principal

## **East Hickman Intermediate School**



East Hickman Intermediate School will not request any school fees for the 2025-2026 school year.

Jana Willis  
Principal

Kristin Dunn  
Assistant Principal



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

EHMS school fees for the 2025-2026 school year include TBD costs associated with field trips taken throughout the school year. Students who are deemed eligible for field trips and need assistance will have their fees covered.



# East Hickman High School

7700 Hwy 7  
Lyles, TN 37098  
Phone (931) 670-1366

Ms. Cayla Moulton  
Principal

Ms. Megan Moore  
Assistant Principal

---

## 2025-2026 School Year

### 1. **Parking Fee - \$10.00**

### 2. **Graduation**

- Caps and Gowns: \$50.00. Price may vary depending on JHA pricing. A limited number is provided for students who can not afford them.
- A student who does not have enough credits may be required to pay up to \$150 for summer school if they are short two credits to participate in graduation. Refunds are issued upon completion of the summer school program.

### 3. **Club Fees/Dues**

- Varies by club: typically under \$50.
- Voluntary participation

### 4. **Reward trips**

- Varies by trip
- Usually under \$30
- Voluntary participation

### 5. **Athletics and Band**

- Students purchase footwear
- \$150.00 Band Camp Fee for two weeks
  - Multi-sibling discount \$25.00
- Additional Fees-
  - Shoes \$40.00 (Only required the first year)
  - T-Shirt \$20.00 (Required every year)
- Cheerleading- shoes, warm ups, campwear, squad classes, uniforms, accessories
- Other sports may charge fees to participate- not to exceed \$350
  - Students are given opportunities to fundraise to help offset cost of participation

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

- Cosmetology - Beginning students must purchase a mannequin head, which costs \$50, and an intermediate to advanced student's mannequin may cost \$50-\$60. If a student cannot afford one, there are options available to help them acquire what they need. A first-year student will also need a smock, which costs \$40.00.
- Science Lab: Consumable materials not to exceed \$20.
- This falls under the waiver system

### 7. **Dual Enrollment/AP Courses**

- These courses may incur fees that students will pay to the university or the TCAT school they are affiliated with. TN Promise covers most, however, if a student's GPA drops or they want to take more classes, then TN Promise pays for any expenses incurred out of pocket. There is also a test fee that an AP student will incur if they tell the school they want to take the test and then change their mind. This is a contract that the student and parent sign at the beginning of the class.



## CENTERVILLE ELEMENTARY SCHOOL

---

Amy McAbee, Principal  
(931) 729-2212

104 Mary Field Ave.  
Centerville, TN 37033

To Whom it May Concern:

This letter is to inform you that Central Elementary School will not be collecting school fees from students for the 2025–2026 school year.

Sincerely,

Amy McAbee  
Principal



**Centerville Intermediate School**



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

**Phone 931-729-2748**

**Fax 931-729-5497**

**Principal, Rose Korte Stites**

**Assistant Principal, Tarrah Lawson**

CIS will not request any school fees for the 2025-2026 school year.

Sincerely

A handwritten signature in black ink, appearing to read "Rose Korte Stites".

Rose Korte Stites

Hickman County Middle School  
Student Fees  
2025-2026:

HCMS school fees include TBD costs associated with field trips taken throughout the school year. Students who are deemed eligible for field trips and need assistance will have their fees covered.

For 2025-2026, HCMS will be implementing a band fee.  
All marching band students - \$150  
HCMS students who are not marching band - \$75



# Hickman County High School

Robyn Emerson, Principal

Shannon Britt, Assistant Principal

1645 Bulldog Boulevard - Centerville, TN 37033

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

## 1. Parking Fee - \$10.00

## 2. Graduation

- Caps and Gowns: \$50.00. Price may vary depending on JHA pricing. A limited number is provided for students who can not afford them.
- A student who does not have enough credits may be required to pay up to \$150 for summer school if they are short two credits to participate in graduation. Refunds are issued upon completion of the summer school program.

## 3. Club Fees/Dues

- Art Club - \$5.00
- Beta Club - \$35.00 for new members, \$10.00 for returning members
- Book Club - No fee, but students pay for their books monthly if fundraisers do not cover the expense.
- Pride and Spirit - \$5.00
- FBLA - \$25.00
- FCCLA - \$20.00
- HOSA - \$20.00
- Skills USA - \$15.00 (not required for cosmetology, but recommended)
- FFA - \$15.00
  
- All clubs are voluntary.

## 4. Various classes require students to purchase materials(this falls under the waiver system)

- Cosmetology - Beginning students must purchase a mannequin head, which costs \$50, and an intermediate to advanced student's mannequin may cost \$50-\$60. If a student cannot afford one, there are options available to help them acquire what they need. A first-year student will also need a smock, which costs \$40.00.
- Intro to Fashion - \$5.00

- Family Studies - \$5.00
- Consumer Science - \$10.00

**5. Sports and Band (most expenses are covered by funds raised through these activities' fundraisers. There is no fee charged to participate, but a student may be asked to pay for camp, shoes, uniforms, etc.)**

- Girls Basketball - nothing
- Boys Basketball - nothing
- Football - nothing
- Golf - a fee to pay to play at the golf course if the student does not have a membership
- Cheer - must purchase uniforms
- Softball - nothing
- Baseball - \$150 included shirts, shorts, hat, hoodies( could be different this year, this was the coach's first year, and the previous coach left the account drained)
- Track - Student to buy a hoodie or a jacket
- Girls Soccer - unsure, new coach this year
- Boys Soccer - unsure, new coach this year
- Tennis - Students to buy a uniform
- Band - \$75 per member (band members have multiple opportunities to fundraise to cover the expense of any instrumental rentals or repairs, camp cost, clothing purchases, etc.)

**6. Dual Enrollment/AP Courses**

- These courses may incur fees that students will pay to the university or the TCAT school they are affiliated with. TN Promise covers most, however, if a student's GPA drops or they want to take more classes, then TN Promise pays for any expenses incurred out of pocket. There is also a test fee that an AP student will incur if they tell the school they want to take the test and then change their mind. This is a contract that the student and parent sign at the beginning of the class.

Disciplinary Hearing Authority  
2025-2026

Beth Robinson – EHHS

Kristin Dunn – EHMS

Gavin Gordon - HCHS

Tarrah Lawson – CIS

Allison Gilbert - EHES

Dr. Ashley Totty– Special Programs

Shelda Qualls - Chair

# Hickman County Board of Education

Descriptor Term: <b>Nepotism</b>	Descriptor Code: <b>1.108</b>	Issued Date: <b>09/19/23</b>
	Rescinds: <b>1.108</b>	Issued: <b>03/06/23</b>

~~Whenever a person is considered by the director of schools for initial employment and that person is related to a member of the Board or the Director of Schools, employment shall not be allowed. Should a need arise to hire a "relative" of the Director or Board member, the Director can bring the matter to the Board in session which will require an affirmative simple majority roll call vote.~~

Whenever a person is considered by the director of schools for initial employment or transfer in the system and that person is related to a member of the Board, the director of schools, an administrator in the system, a county commissioner, or any appointed or elected county official, the relationship shall be publicly made known to the Board prior to the employment of such person.<sup>1</sup>

If a member of the Board has a relative who is an employee in the system, prior to voting on any matter of business that may have an effect upon the employment of the relative, the member shall declare such relationship. In making such a declaration, the member shall certify that his/her vote on the pending matter will be in the best interest of the school system.<sup>1</sup>

Two (2) or more employees who are relatives shall not be within the same line of supervision.

This shall not apply to any person within such a relationship who has been regularly employed by the Board prior to the inception of this relationship, adoption of this policy or board member's election and/or Director's appointment.

For purposes of this policy, the terms "related to" and "relative" include the following relationships: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household.<sup>2</sup>

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#### Legal References

1. TCA 49-2-202(a)(3)
2. TCA 49-2-202(a)(3)(B)

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#### Cross References

Supervision 5.108  
Assignment/Transfer 5.115

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>Use of Personal Communication Devices and Electronic Devices</b>	<b>6.312</b>	<b>05/01/23</b>
		Rescinds:	Issued:
		<b>6.312</b>	<b>03/01/21</b>

- 1 Students in grades K-12 may possess personal communication devices and personal electronic devices  
2 while on school property. Such devices include, but are not limited to, wearable technology such as  
3 eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless  
4 technology; cell phones; laptops; pagers; tablets; and mp3 players.
- 5 For students in grades K-5, the device must be in the off mode and must be kept in a backpack, pocket,  
6 purse, or similar personal carry-all and may not be used during school hours without specific  
7 permission from the principal/designee.
- 8 For students in grades 6-12, principals/designees will determine appropriate times when such devices  
9 may be used.
- 10 At the direction of the teacher, and with the approval of the administration, students are encouraged to  
11 bring personal electronic devices to school that support learning. Use of devices must be aligned with  
12 the instruction taking place in a classroom.
- 13 At no time shall a student operate any device with video or picture taking capabilities in a locker room,  
14 classroom, bathroom, or other location where such operation may violate the privacy rights of another  
15 person. A student using a device outside these parameters shall be in violation of this policy and  
16 subject to disciplinary action.
- 17 The student who possesses any such device shall assume responsibility for its use and care. At no time  
18 shall the school be responsible for theft, loss or damage to devices that are brought on school property.

Click here to choose a school board.

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Use of Wireless Communication Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

2 Students are permitted to use wireless communication devices in certain limited situations. Wireless  
3 communication devices include any portable wireless device that has the capability to provide voice,  
4 messaging, or other data communication between two (2) or more parties, such as wearable technology,  
5 cell phones, tablets, and gaming devices.

6 A student may be permitted to utilize a wireless communication device under the following  
7 circumstances:

- 8 1. In case of emergency;
- 9
- 10 2. When authorized by a teacher;
- 11
- 12 3. To manage the student's health, as documented in the student's individual healthcare plan;
- 13
- 14 4. When the possession or use is required by the student's individual education program, 504  
15 plan, or individual learning plan; or
- 16
- 17 5. When the device is being used by a student with a disability for the operation of assistive  
18 technology to increase, maintain, or improve the student's functional capabilities.

19 **GRADES K-5**

20 Students may possess wireless communication devices so long as such devices are turned off and stored  
21 for the entirety of the school day unless one of the exceptions above applies.

22 **GRADES 6-12**

23 Students may possess wireless communication devices so long as such devices are turned off and stored  
24 during instructional time. During breaks throughout the school day, students may use wireless  
25 communication devices.

26 **PENALTIES**

27 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be  
28 released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to  
29 disciplinary action.

1 **EMERGENCY COMMUNICATION PLAN**

- 2 In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be  
3 alerted by **[insert method of communication]**.<sup>1</sup>

---

Legal References

1. Public Acts of 2025, Chapter No. 103

Cross References

Code of Conduct 6.300



*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: July 2025

**Up for 1st Reading: Additions to the policies are highlighted in yellow. Deletions are struck through.**

**Policy 1.1021 - Student Board Member (HCSS policy number 1.206 Student Board Representative)**

Public Chapter 359 requires Boards that operate at least one high school to adopt a policy authorizing a student board member. Boards that already have policies on student board members or student advisory groups may maintain the current language. TSBA said the current policy 1.206 meets the criteria.

**Policy 1.407 - School District Records**

Previously, state law permitted individuals to submit a records request via fax. Public Chapter 94 removes this option.

**1.700- School District Goals and 5.100- Personnel Goals**

TSBA has received questions from districts about Public Chapter 494 and how it impacts Boards. This new state law removes the requirement for educator diversity goals. Further, it prohibits districts from making hiring decisions on metrics other than merit. Additionally, the State Board of Education recently deleted the requirement for local Boards to maintain a policy on this topic. Roughly half of Boards maintain policy language that would need to be revised. Based on this, they recommend that Boards review policies that may contain language on this topic along with any other relevant documents.

**1.901 Charter School Applications**

We are recommending changes to several charter school policies based on Public Chapter 275. This new law shifts certain responsibilities to the State Board of Education and the TN Public Charter Schools Commission. Additionally, there is a new requirement that Boards report all charter applications received to the TN Public Charter Schools Commission.

**Policy 2.403 - Surplus Property Sales**

In the past, federal regulations required that certain actions be taken when property valued at \$5,000 or below was disposed of. This limit has been increased to \$10,000. Additionally, Public Chapter 500 includes new criteria for posting notices on news and information websites. This new law clarifies that the website is not intended to be the same newspaper of general circulation utilized for the printed publication.

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### **Policy 3.202 - Emergency Preparedness Plans**

Public Chapter 315 clarifies that no more than two fire drills are required to occur within the first thirty full school days.

### **Policy 3.204 - Threat Assessment Team**

There are new reporting requirements regarding threats and significantly disruptive behavior. A report must be made to parents/guardians within forty-eight hours of the district reporting to law enforcement. Additionally, there must be a quarterly report of incidents provided at board meetings.

### **Policy 4.100 - Instructional Program**

### **Policy 5.500 - Discrimination/Harassment of Employees**

### **Policy 6.304 - Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation**

Public Chapter 293 requires Boards to include the definition of antisemitism in anti-discrimination policies. The full definition is included in the updated version of policy 4.100, and policies 5.500 and 6.304 have been updated to refer to that definition.

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

Public Chapter 484 permits districts to use hybrid learning in the event of dangerous or extreme weather or in an emergency, as determined by the Director of Schools. If a district uses hybrid learning, the Board must have a policy in place regarding student attendance.

### **Policy 4.301 - Interscholastic Athletics**

Students attending virtual schools will now be permitted to participate in interscholastic athletics in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, virtual school students zoned for the particular school shall be able to participate in interscholastic athletics to the same extent as other students.

### **Policy 4.403 - Library Materials**

A recent change to state law clarifies that materials may not be excluded from school libraries solely on the grounds that they are religious.

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

The Teen Social Media Act specifies limits that must be in place for district internet use regarding age-appropriate content and protecting personal information. This new law also requires that districts prevent students from accessing social media platforms on district-provided internet unless expressly authorized by a teacher for educational purposes.

### **Policy 4.601 - Reporting Student Progress**

Report cards for students in grades K-8 must now include the student's score on the most recently administered universal reading screener and the results of a dyslexia screener, if applicable.

### **Policy 5.110 - Compensation Guides & Contracts**

State law now permits Boards to determine whether to compensate a teacher's estate or designated beneficiary for unused leave time. If the Board would like to offer this benefit, TSBA recommends adding a provision to the policy.

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### **Policy 5.119 - Employment of Retirees**

Public Chapter 159 makes several changes that will impact employing retirees in the 2025-2026 school year. Importantly, there is now a requirement for a bona fide separation of service prior to reemployment. This includes a sixty-day separation of service, and there can be no previous agreement to return to work. TSBA recommends adopting the model policy.

### **Policy 5.305 (Family and Medical Leave)**

A clean-up bill, Public Chapter 235, made several changes to state law. One significant change is to the paid parental leave statute and which employees may use this type of leave. Under the new law, employees must satisfy the following criteria to be eligible for this paid leave: (1) have received a license or an emergency credential from the Department of Education required for the relevant position; and (2) be in a full-time position that requires the relevant license or emergency credential for at least twelve consecutive months. The changes to state law also clarify how this leave can be taken. Now, employees may choose whether to take the leave consecutively or nonconsecutively but in increments of no less than one week.

### **5.701 (Substitute Teachers)**

Public Chapter 235 changes the number of days that a substitute teacher can teach without a license. This was previously set at twenty days and has been increased to thirty.

### **Policy 6.200a - Attendance**

Public Chapter 401 requires entities that provide released time courses to submit proof of compliance with state law on background checks. TSBA maintains an optional provision on released time courses in its alternate version of policy 6.200. This version of the model policy has been updated to highlight the responsibility of these independent entities.

### **Policy 6.303 - Questioning Students and Searches**

There is a new training requirement for school personnel who may conduct searches of students. Going forward, any searches of students must be carried out by a school resource officer, a school security officer, or a school administrator who has completed state-required training. Public Chapter 244 requires the Department of Education to develop this training.

### **Policy 6.312 - Use of Wireless Communication Devices**

Public Chapter 103 requires Boards to adopt a policy on student use of wireless communication devices. TSBA has created two versions of this model policy to assist Boards that may desire to have different practices for younger students. Both versions include exceptions required by state law (e.g., use during emergencies).

### **Policy 6.411 - Student Wellness**

Previously, state law required elementary students to receive 130 minutes of physical activity per week. This has now been increased to 40 minutes each full school day. Middle and high school students are still required to receive 90 minutes of physical activity per full school week. These requirements are separate from physical education classes.

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### **Policy 6.600 - Student Records**

If a student transfers from one school to another, Public Chapter 156 requires the district to provide a copy of the student's records to the new school within five business days.

### **Informational Items**

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

### **Public Chapter 165 - Seizure and First Aid Training**

This law requires districts to ensure that at least one full-time employee at each school receives seizure and first aid training. Further, this law excludes the school nurse from the definition of employee, so districts will need to ensure that there is another trained individual at each school.

### **Public Chapter 225 - Pre-K Eligibility**

If the number of at-risk children seeking pre-kindergarten enrollment does not exceed the class size maximum, this new state law permits districts to enroll additional children who meet certain requirements.

### **Public Chapter 299 - Bus Driver Contracts**

Boards are now prohibited from extending the immunity in the Governmental Tort Liability Act to independent school bus contractors. Contracts with these individuals must now require sufficient limits for tort liability exposures related to school-related transportation services. TSBA recommends working with the board attorney on these provisions.

### **Public Chapter 347 - Update to the Families' Rights and Responsibilities Act (FRRA)**

This Public Chapter updates the FRRA with clarifying language. Of note, these changes permit recording if the district has requested parental consent and allow employees to assist with non-emergency first aid (e.g., providing a Band-Aid, ice packs).

### **Public Chapter 453 - Preferred Name and Pronoun Legislation**

Public Chapter 453 states that students, teachers, employees, and contractors are not required to use the preferred name or pronoun of any student, teacher, employee, or contractor if these are inconsistent with the individual's sex and/or their legal name. This applies to nicknames if the name is not derivative of the individual's legal name.

### **Up for Review:**

- 6.311 Care of School Property
  - 6.313 Code of Behavior and Discipline Procedures
  - 6.314 Corporal Punishment
  - 6.315 Detention
  - 6.316 Suspension
  - 6.317 Disciplinary Hearing Authority
  - 6.318 Admission of Suspended or Expelled Students
  - 6.319 Alternative Education
- Thank you for your careful consideration of these policies.**

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# Hickman County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Student Board Representative</b>	Descriptor Code: <b>1.206</b>	Issued Date: <b>10/21/24</b>
		Rescinds: <b>1.206</b>	Issued: <b>09/19/23</b>

1 The Board recognizes the value of communicating with students and considering their ideas and  
2 perspectives regarding the educational program. The Board also believes in supporting student  
3 leadership and fostering interest in public service. In order to facilitate student input and involvement,  
4 the Board establishes an advisory, non-voting Student Board Representative position.

5 ~~One Student Board Representative will be selected from each High School by their principal or his/her~~  
6 ~~designee from the TSBA Scope Candidates and shall serve a 1-year term, starting in September. S/he~~  
7 shall be a current Hickman County High School or East Hickman High School student in good  
8 standing entering his/her junior or senior year. In order to receive a diversity of opinions and  
9 perspective, the children of HCSS Staff and Board Members are not preferred.

~~One Student Board Representative will be selected from each High School by their principal or  
his/her designee. Preference will be given to students who attend the TSBA Scope Conference.  
Student Board Representatives shall serve a 1 year term, starting in September.~~

10 The Board may remove a Student Board Representative during the term if s/he becomes ineligible or  
11 fails to fulfill his/her responsibilities. In the event of a vacancy prior to the expiration of the term, an  
12 alternate will be appointed by the Hickman County High School/East Hickman High School principal  
13 from the remaining TSBA Scope Candidates. If one is not able to serve, then the principal (s) shall  
14 select a student.

15 Student Board Representative will:

- 16 • Attend all regularly scheduled, monthly board work sessions and business meetings.
- 17 • Contribute to board discussion by being prepared for meetings and providing student insight  
18 and perspective.
- 19 • Report to students about the work of the board and district activities.
- 20 • Give a report to the Board at the end of their 1-year term regarding their experience of serving  
21 and provide any appropriate information that may help to improve the effectiveness of such a  
22 service.
- 23 • Act and dress, while serving, in a manner consistent with other school board members and in  
24 accordance with the school board Code of Ethics.
- 25 • Maintain his/her status as a student in good standing during his/her term of service.

26 Student Board Representative may:

- 27 • Attend some board special events and meetings after consultation with the Board mentor, and if  
28 scheduling allows.
- 29 • Present a report at regular meetings regarding student activities in the district.

30 Student Board Representative will NOT:

- 31 • Make motions, second motions, or vote.
- 32 • Attend executive sessions.
- 33 • Hold board offices.

- 1           • Participate in board discussions or receive board materials concerning topics such as, but not  
2           limited to sensitive personnel matters, legal action strategy, negotiations strategy, individual  
3           student discipline, or other confidential matters as deemed necessary by the Board.  
4           • Receive compensation for their service to the school board.

5   The Board will:

- 6           • The Chair shall appoint a board member to serve as a mentor to each of the student board  
7           members. This mentor shall serve as the primary contact between the student members and  
8           the full board. The mentor will work with the student board members to support scheduling,  
9           meeting preparation, and other duties as necessary.  
10          • Ensure that the Student Board Representative receives training and monthly materials needed to  
11          satisfactorily serve.  
12          • Consider, respectfully, the Student Board Representative's positions and recommendations as  
13          one element of its decision-making process.

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>02/05/24</b>
		Rescinds: <b>1.407</b>	Issued: <b>11/06/23</b>

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

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

9 All requests to inspect or receive copies of records shall be submitted to the student data base  
10 administrator, the district's public records request coordinator and records custodian.<sup>6</sup>

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

14 **REQUESTS FOR INSPECTION<sup>2</sup>**

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

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

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

24 **REQUESTS FOR COPIES<sup>2</sup>**

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

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

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

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

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

## 11 **FREQUENT AND MULTIPLE REQUESTS**

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

## 20 **RECORDS RETENTION**

21 The director of schools and/or his designee(s) shall retain and dispose of school district records in  
22 accordance with the following guidelines:<sup>2,4</sup>

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

- 1 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>14</sup>**
- 2 Student Data Base Administrator
- 3 Office of Information and Services
- 4 931-729-3391 Ext 2225

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**Legal References**

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

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**Cross References**

Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600

# Hickman County School System

**School District Records**

**1.407AP**

Public Inspection Records of the District, except those specifically exempted by statute, are open to public inspection at the office of the superintendent of schools and other offices where records are stored throughout the District.

Examine/Obtain Copies:

Requests to inspect or receive copies of records shall be submitted to the student data base administrator, the district's public records request coordinator. Citizens requesting to inspect public records shall submit a records request form, along with a government issued photo identification card with the citizen's address. The records request form can be submitted in person or through email.

A fee of \$0.15 per page will be assessed to copy records and an invoice will be provided to the citizen detailing the charges.

[Records Request Form](#)

# Hickman County Board of Education

Descriptor Term: <b>School District Goals</b>	Descriptor Code: <b>1.700</b>	Issued Date: <b>12/04/23</b>
	Rescinds: <b>1.700</b>	Issued: <b>12/07/21</b>

1 The Board is charged, on behalf of the public, with the responsibility for determining the educational  
2 goals of the school system. In discharging that responsibility, the Board has addressed four primary  
3 areas: education, teachers and administrators, school environment, and operations.

4 It is the commitment of the Board to develop policies to implement the goals within each area. It is  
5 further the commitment of the Board to review annually and restate as necessary the goals within each  
6 area so that our programs will at all times speak directly to the stated goals.

## 7 INSTRUCTION GOALS

- 8 1. To assure that each student achieves and progresses in the basic skills of reading, writing,  
9 listening, speaking, mathematical operations and problem solving;
- 10 2. To assure that each student's interest, capacities and objectives are considered in his learning  
11 program;
- 12 3. To promote a plan for the organized improvement of school curriculum, including the  
13 articulation between elementary and secondary schools;
- 14 4. To structure the overall instructional program to provide sufficient alternatives to meet the  
15 variety of individual needs, capacities and aspirations, particularly including: individualized  
16 offerings and offering that extend the learning environment into the community;
- 17 5. To provide offerings which explore a wide range of career and service opportunities;
- 18 6. To provide an integration of academic, physical, social and emotional growth experiences for  
19 each student;
- 20 7. To assure all students multi-ethnic and multi-racial experiences within the curriculum;
- 21 8. To develop a comprehensive and articulated program for handicapped students involving  
22 maximum inclusion in regular school programs;
- 23 9. To help student's gain understanding of themselves, as well as skills and techniques in living  
24 and working with others;
- 25 10. To promote a relevant and challenging secondary school curriculum which will adequately  
26 prepare the student for his vocational goals or post-secondary education;
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- 28
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- 36

- 1 11. To promote the recognition of achievement in all endeavors (example, academic, athletic);
- 2
- 3 12. To provide an appropriate standard of achievement for graduating seniors;
- 4
- 5 13. To provide opportunities in the areas of fine arts, performing arts and practical arts; and
- 6
- 7 14. To provide opportunities that help students form attitudes and acquire habits needed for
- 8 responsible citizenship.

## 9 GOALS FOR TEACHERS AND ADMINISTRATION

- 10 1. To provide high quality system-wide performance in the teaching of reading, writing and
- 11 mathematical skills;
- 12
- 13 2. To establish minimum acceptable professional performance standards for all teachers and
- 14 administrators;
- 15
- 16 3. To provide in-service training and professional growth experience for teachers and
- 17 administrators;
- 18
- 19 4. ~~To set goals for educator diversity that take into consideration the diversity of the student~~
- 20 ~~population;~~<sup>1</sup>
- 21
- 22 5. To enforce procedure that foster an orderly, positive school environment; and
- 23
- 24 6. To establish and maintain an accountability system for the improvement of the instructional
- 25 system.

## 26 GOALS FOR THE SCHOOL ENVIRONMENT

- 27 1. To ensure each individual a physically and emotionally safe teaching-learning environment;
- 28
- 29 2. To assure that each individual is treated with respect by all members of the school community;
- 30 and
- 31
- 32 3. To have each individual in the school community know and fulfill his responsibilities with
- 33 regard to safety and respect to others.

## 34 OPERATIONAL GOALS

- 35 1. To ensure every effort to secure adequate funding for the educational program in support of the
- 36 goals stated above;
- 37
- 38 2. To operate within a balanced budget during the school year;
- 39
- 40 3. To develop and maintain in each school an up-to-date inventory of the furniture and equipment
- 41 in the schools;

- 1 4. To develop and maintain plans for efficient utilization of all system personnel;
  - 2
  - 3 5. To have reported monthly to the Board of Education and the community, the status of school
  - 4 system operations;
  - 5
  - 6 6. To develop long-range plans for the efficient use of school facilities; and
  - 7
  - 8 7. To assure immediate communication between the superintendent or his designee and the Board
  - 9 of Education on critical occurrences within the school system.
- 10 In establishing these goals for the school system, the Board of Education does not intend to diminish
- 11 the importance of other issues that may face the schools in the years ahead.

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#### Legal References

1. State Board of Education Policy 5.700;  
TCA 49-1-302(g)

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#### Cross References

Role of the Board of Education 1.101  
Board Member Development Opportunities 1.204  
Fiscal Management Goals 2.100  
Business Management Goals 3.100  
Instructional Program 4.100  
Evaluations of Instructional Programs 4.702  
Personnel Goals 5.100  
Student Goals 6.100

# Hickman County Board of Education

Descriptor Term: <b>Personnel Goals</b>	Descriptor Code: <b>5.100</b>	Issued Date: <b>10/21/24</b>
	Rescinds: <b>5.100</b>	Issued: <b>10/03/22</b>

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

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

9 The Board's personnel goals are as follows:<sup>1</sup>

- 10 1. To ensure that the Director of Schools recruits and employs the best qualified individuals to staff  
11 the school district;
- 12 2. To provide compensation, benefits, and working environments sufficient to attract and retain  
13 qualified employees;
- 14 3. To provide an in-service training program for all employees to improve their performance; and

15 To conduct an evaluation program that will contribute to the continuous improvement of staff  
16 performance.

17 Major goals of administration will be:

- 18 1. To manage the system's various resources effectively and efficiently;
- 19  
20 2. To provide professional advice and counsel to the Board and to advisory groups established  
21 by Board action; and
- 22  
23 3. To assure effective learning programs by:
  - 24 a. Keeping abreast of current educational developments;
  - 25 b. Arranging for staff development;
  - 26 c. Coordinating efforts to improve learning programs, facilities, equipment, and materials;
  - 27 and
  - 28 d. Providing access to the decision-making process to staff, students, parents, and others.

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

- 
1. [TCA 49-1-302\(g\); Public Acts of 2025, Chapter No. 494](#)

Cross References

School District Goals 1.700

# Hickman County Board of Education

	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <b>03/11/24</b>
		Rescinds: <b>1.901</b>	Issued: <b>12/07/21</b>

## 1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It  
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-  
4 13-106(b)(2).<sup>1</sup>

## 5 DEFINITION

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates  
7 within a public school district. It shall be subject to all state and federal laws and constitutional  
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national  
9 origin, religion, ancestry or need for special education services.

10 The purposes of charter schools are to:

- 11 1) Improve learning for all students and close the achievement gap between high and low  
12 students;
- 13 2) Provide options for parents to meet educational needs of students in high priority schools;
- 14 3) Encourage the use of different and innovative teaching methods, and provide greater decision-  
15 making authority to schools and teachers in exchange for greater responsibility for student  
16 performance;
- 17 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to  
18 reach proficiency on state academic assessments;
- 19 5) Create new professional opportunities for teachers; and
- 20 6) Afford parents substantial meaningful opportunities to participate in the education of their  
21 children.

## 27 APPLICATION PROCESS<sup>2</sup>

28 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)  
29 days prior to February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to  
30 begin operation as a charter school. The Director of Schools/designee shall determine whether the  
31 sponsor has selected the correct application category within ten (10) business days of receiving the

1 letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect  
2 application category has been selected.<sup>2</sup>

3 A sponsor seeking board approval of an initial charter school application shall complete the forms  
4 developed by the State Board of Education in coordination with the Tennessee Public Charter School  
5 Commission ("the Commission"), ~~provided by the Department of Education~~. The application shall  
6 provide all the information required by law. The sponsor shall demonstrate that the proposed charter  
7 school meets the purpose prescribed by law for the formation of a charter school, and the proposed  
8 charter school will be able to implement a viable program of quality education for its students.<sup>3</sup>  
9 Electronic copies of applications shall be submitted to the Board and Department of Education on or  
10 before 11:59 p.m. Central Time on February 1<sup>st</sup> of the year preceding the year in which the proposed  
11 charter school plans to begin operation as a charter school. If the 1<sup>st</sup> of February falls on a Saturday,  
12 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the  
13 next business day on or before 11:59 p.m. Late applications will not be accepted, without exception.  
14 The sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report  
15 each application received to the Commission no later than ten (10) days after receipt.<sup>2</sup>

16 The Board shall determine whether an application is complete within ten (10) business days of  
17 receiving the application and shall notify the sponsor within five (5) business days of the determination  
18 if the application is determined to be incomplete.<sup>3</sup>

#### 19 **REVIEW TEAM<sup>1</sup>**

20 The board shall appoint a review team to assist in reviewing and evaluating charter school applications.  
21 The team shall be composed of: members of the administrative staff for the district; community  
22 members with relevant educational, organizational, financial and legal experience; and a member of  
23 the board. At the board meeting in December each year, the Director of Schools shall make a  
24 recommendation to the board of which members of his administrative staff should be appointed to the  
25 team. The board shall name the members of the team at its meeting in January of each year. The board  
26 shall designate a chairman of the review team as the contact person for answering questions about the  
27 application process and receiving applications. The Director of Schools/designee shall develop an  
28 orientation for the team to ensure consistent evaluation standards and the elimination of real or  
29 perceived conflicts of interest.

30 The board shall require a procedure for receiving, reviewing and ruling on applications for the  
31 establishment of charter schools. The procedure must include a timeline for the application and review  
32 process. A copy of the procedure, including the review criteria, shall be available to any interested  
33 party upon request.

34 The review team shall:

- 35 1) Evaluate all charter school applications based on the review criteria adopted by the board;  
36
- 37 2) Recommend one of the following options to the board for each application: approve, reject, or  
38 reject with stipulations for reconsideration<sup>4</sup>; and  
39
- 40 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

## 1 APPROVAL, DENIAL OF APPLICATION<sup>5</sup>

2 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)  
3 days of receipt of the completed application or the application shall be deemed approved by law. The  
4 director of schools shall report the action taken by the board to the department of education and the  
5 Commission.

### 6 Approval

7 The sponsor of a public charter school that is approved by the board shall enter into a written  
8 agreement with the board, which shall be binding on the charter school's governing body. This  
9 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In  
10 the application, the sponsor must demonstrate that the proposed charter school meets the purpose  
11 prescribed by law for the formation of a charter school and the proposed charter school will be and  
12 shall include all aspects of the sponsor's approved application as well as any reporting requirements  
13 prescribed under state or federal laws.

14 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent  
15 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),  
16 whichever is less.<sup>6</sup>

17 Charter schools approved by the board of education are expected to implement the application as  
18 submitted and approved. Material variations in operations from the approved application require  
19 amendment pursuant to statute and the charter school agreement.<sup>7</sup>

20 The board should not be expected to provide services to charter schools that are not requested during  
21 the application process except for those services that are required under state or federal laws. Services  
22 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The  
23 board and charter school shall execute a service contract for any additional services.

24 New public charter school agreements are approved for a ten-year period.<sup>8</sup> The board may revoke or  
25 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-  
26 122.<sup>9</sup>

### 27 Denial

28 If the initial charter school application is denied, the Board shall notify the sponsor in writing within  
29 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the  
30 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the  
31 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct  
32 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the  
33 amended application, or the application shall be deemed approved by state law.<sup>5</sup>

34 If the amended charter school application is denied, the Board shall notify the sponsor in writing  
35 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an  
36 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee  
37 Charter School Commission.<sup>10</sup>

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Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; [Public Acts of 2025, Chapter No. 275](#); TRR/MS 0520-14-01(1)(b),(e)
3. TRR/MS 0520-14-01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; TRR/MSS 0520-14-01; [Public Acts of 2025, Chapter No. 275](#);
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

# Hickman County Board of Education

Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>08/05/24</b>
	Rescinds: <b>2.403</b>	Issued: <b>04/08/24</b>

1 The Director of Schools shall prepare a list of unusable items for Board approval.<sup>1</sup> The list shall contain  
2 the following information: name of item, date of purchase, and reason for disposal (vehicles will list VIN  
3 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.<sup>2</sup> Notice shall also be published on a news and  
6 information website in accordance with state law.<sup>3</sup> The sales will occur via online auction in accordance  
7 with state law.<sup>2</sup>

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 Schools  
10 and the Board Chair shall agree in written form that the property is of no value or is of less value than  
11 five hundred dollars (\$500).<sup>4</sup>

12 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the  
13 Board shall approve other methods of disposal.<sup>5</sup>

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

## 17 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>6</sup>**

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~~ **\$10,000** may  
22 be 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~~ **\$10,000** may  
25 be 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

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Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793; Public Acts of 2025, Chapter No. 105](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

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Cross References

Duties of Officers 1.201  
Inventories 2.702  
Textbooks and Instructional Materials 4.400

# Hickman County School System

## News and Information Website for Legal Notices

2.403.2AP

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

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

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

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

# Hickman County Board of Education

Descriptor Term:

## Emergency Preparedness Plan

Descriptor Code:  
3.202

Issued Date:  
08/05/24

Rescinds:  
3.202

Issued:  
04/08/24

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

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

### 9 FIRE AND SAFETY DRILLS

10 The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school  
11 days, with no more than two (2) fire drills occurring during the first thirty (30) full days of the school  
12 year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are  
13 conducted throughout the year.<sup>2</sup>

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

18 The principal/designee shall regularly check the quantity, locations, and conditions of fire  
19 extinguishers and 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.<sup>4</sup>

### 23 ANNUAL DRILLS<sup>5</sup>

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
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.

## 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.<sup>4</sup>

## 4 AED DRILLS<sup>6</sup>

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 FLU<sup>7</sup>

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 DRILLS<sup>8</sup>

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.

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### Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#); ; [Public Acts of 2025, Chapter No. 315](#)
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](#); [Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Hickman County School System

## Emergency Preparedness Plan

3.202AP

### Emergency Preparedness Plan (Emergency Operations Plan) (EOP)

A district and school level emergency operations plan (EOP) has been developed in coordination with local emergency response agencies and other appropriate stakeholders, including the following: police and fire departments, EMS, local medical facilities, administrators, staff, parents and students, school nurse(s), school resource officer(s), mental health agencies, school transportation personnel and other appropriate community representatives.

All district and school EOP's include the following elements: first responder team, postvention - team, parent notification plan, plan for relocating and releasing students, designated primary and alternate evacuation routes, planning for school-sponsored events, field trips, bus emergencies and on-site and off-site command posts.

District and school EOP's integrate a multi-hazard approach to planning and annually assesses the following hazards: classrooms, community, structural and non-structural. When present, the SRO (School Resource Officer) conducts and/or assists in these assessments.

The EOP has identified district and school safety teams with roles and responsibilities aimed at preventing, responding to and recovering from emergencies. Members included but are not limited to the following individuals: director of schools, administrators, staff, parents, school bus personnel and local emergency response agencies.

The EOP designates district and school-level coordinators. The names of these individuals have been communicated to local emergency response agencies, administrators, staff and students, and other appropriate individuals.

The district EOP has outlined a media response/communication plan.

All components of the district and school EOP are reviewed and revised annually based on deficiencies identified through drills, exercises, and actual implementation. Any new potential hazards, safety issues, and/or threats (based on yearly assessments) are accounted for in the EOP. Revisions to the EOP are made in coordination with all appropriate stakeholders and delivered to local emergency response agencies ensuring that a current plan resides with these agencies at all times.

## **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 School System

## Automated External Defibrillator (AED) Devices

3.202.3AP

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 School System

## Automated External Defibrillator (AED) Devices

3.202.3AP

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

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

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

Any time an AED is used within a school, the local emergency medical service shall be summoned to 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.

### ACCESSIBILITY

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

### TRAINING

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

### AED PROGRAM

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

1. The placement of the AED;
2. The individuals authorized to operate the AED;
3. How the AED will be coordinated with the local emergency medical service system;
4. The maintenance and testing that will be performed on the AED;

5. Any records that will be kept;
6. Any reports that will be made of the AED use;
7. A plan of action for proper action of the AED; and
8. Any additional requirements as set forth by the Department of Health.

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

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

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

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

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

### **MAINTENANCE AND TESTING**

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

# Hickman County School System

## Fire Alarm Activations

3.202.5AP

### *General*

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

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

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

### **FIRE**

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

Response Procedures:

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

### **INCLEMENT WEATHER**

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

- Weather radio
- SRO
- Central Office
- Local TV station

Response Procedures:

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

## **ARMED INTRUDER/ACTIVE SHOOTER**

Student and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of an alarm activation in the event of an armed intruder/active shooter by intercom with the wording “**LOCKDOWN,LOCKDOWN,LOCKDOWN**”.

Response Procedures:

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

## **INCIDENT**

Student and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of an alarm activation for any other incident by intercom.

Response Procedures:

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

# Hickman County Board of Education

	Descriptor Term:	Descriptor Code: <b>3.204</b>	Issued Date: <b>04/08/24</b>
	<b>Risk Management and Threat Assessment Team</b>	Rescinds: <b>3.204</b>	Issued: <b>03/07/22</b>

1 It shall be the responsibility of the director of schools to develop an appropriate safety program for the  
2 school system. The Board shall provide sufficient staff and budget for its implementation.

3 The Board shall designate a professional staff person who shall be responsible for the promotion and  
4 development of a prevention and safety education program for students and personnel employed by the  
5 school system. This person shall be given authority and title commensurate with the task and shall  
6 answer directly to the director of schools. The general areas of responsibilities include, **but are not**  
7 **limited to**, in-service training, development of accident prevention procedures, accident record keeping  
8 and facility inspection.

## 9 *General*<sup>1</sup>

10 A threat assessment team shall be created within the school district to develop intervention-based  
11 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a  
12 safe, supportive, and effective school environment. The Director of Schools shall appoint the members  
13 of the threat assessment team.

14 The Director of Schools shall develop administrative procedures regarding the training and operations  
15 of the team to comply with state law and State Board of Education rules and regulations.

## 16 **TEAM MEETINGS**

17 All threat assessment team meetings shall be closed to the public.<sup>2</sup>

## 18 **RECORDKEEPING**<sup>3</sup>

19 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that  
20 resulted in intervention and shall provide the information to the Director of Schools.

21 A report of the activities of the threat assessment team will be compiled and shared with the Board  
22 before each regular meeting.

23 Documents produced or obtained regarding these assessment activities will not be open for public  
24 inspection.

## 25 **REPORTING**<sup>4</sup>

26 The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on  
27 credible threats of violence or significantly disruptive behavior directed toward or occurring on the

- 1 grounds of the school their student attends. Such reports shall include incidents that are reported to a
- 2 state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the
- 3 district's report to law enforcement.
  
- 4 At least once per quarter, the Director of Schools shall provide the Board with a report listing the total
- 5 number of incidents reported to state and local law enforcement agency requiring notice to
- 6 parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

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Legal References

1. TCA 49-6-2701 *et seq.*
2. TCA 49-6-2701(f)
3. TCA 49-6-2702
4. [Public Acts of 2025, Chapter No. 215](#)

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Cross References

School District Records 1.407  
Safety 3.201  
Security 3.205  
Student Records 6.600

# Hickman County School System

## Risk Management and Threat Assessment Team

3.204AP

### Risk Management

Risk Management is being committed to providing Hickman County Schools students, employees, and the community with an environment that is safe, healthy, and comfortable. The primary purpose is to assure so far as possible that all Hickman County School sites are free from recognized hazards.

#### Back Injury Prevention

Use proper lifting techniques:

- Squat close to the object
- Bend your knees
- Hold object close to the body
- Keep back straight
- Lift with your legs, not your back

Before lifting an objects, ask for help if it is needed. Use carts and dollies to move objects.

Do not overload boxes and trash cans (if you cannot lift it, someone else does not need to lift it.) New

#### Employees

Employees new to the district will have safety orientation before they begin work: Discuss safety policies and procedures with the new employee.

- Review accident reporting procedures and stress prompt reporting.
- Demonstrate safe handling of any hazardous materials. Demonstrate lockout/tagout procedures on equipment the new employee will use.
- Review personal protective equipment and its proper use.
- Impress upon the new employee the organization's commitment to safety, the fact that accidents can be prevented, and what to do when unsafe conditions are observed.

#### Outdoor Playgrounds/Bleachers/Grandstands

Yearly inspection of bleachers and grandstands by a qualified person is required. A qualified person must be trained (employed by the manufacturer), a professional engineer, or an architect.

If you have any questions about your playground equipment/bleachers/grandstands, please contact Bill Lynch at 729-3391, ext. 2240.

Tennessee Risk Management Trust can also assist by sending loss control staff to look at your playground equipment/bleachers/grandstands. Mark Bilyeu and Chris Stites serve as a safety engineer and will provide a detailed inspection.

TNRMT/SEC loss control staff: Chris Stites --Middle Tennessee, (615) 289-4101, [cstites@sectn.com](mailto:cstites@sectn.com)

### Safety Concerns

At any time a safety concern arises, anyone may make a report to School Administration (building level or Central Office). All reports will be investigated promptly.

The maintenance department has an online work order procedure to follow to report minor problems (non-working lights, broken fixtures, etc.)

Custodial issues (spills, breakage, etc.) should be reported as directed by School Administration. Custodies will then be notified and expected to respond promptly.

BLOOD is considered a hazard and must be cleaned up in the appropriate, approved manner. Report all cases of exposed blood immediately and keep students, staff, and others away from the area until custodial assistance arrives. Coordinated School Health may be able to provide additional staff training if needed.

### Student Athletes

Hickman County Schools are part of the TSSAA and abide by their rules and regulations. Part of the TSSAA's safety concern is for student athletes who participate in outdoor activities. Please consult the TSSAA heat policy to ensure the safety of our students.

<http://tssaa.org/compliance-publications/heat-policy/>

### Transportation

Hickman County students should not be transported to school activities in Hickman County employee personal vehicles unless approval has been given by School Administration. School Administration should verify proper licensing and insurance coverage.

No Hickman County employee should drive students in approved Hickman County vehicles without approval from School Administration. School administration should verify proper licensing and insurance coverage.

Any Hickman County employee driving an approved school use vehicle should be properly licensed and placed on the Hickman County Schools list of approved drivers for insurance purposes.

Under no circumstances should students transport other students.

### Threat Assessments

# Hickman County Schools

## Operations of the Threat Assessment Team

3.204.1

The following members have been appointed to the threat assessment team for the school district:

**Student Safety & Support Supervisor**  
**Hickman County Sheriff's SRO Sergeant**  
**Centerville City Police SRO Sergeant**  
**Department of Homeland Security, Hickman County Agent**  
**Juvenile Justice Youth Service Office**  
**Hickman County Schools Behavioral Health**  
**Other District Safety Personnel**

### TRAINING

The Student Safety & Support supervisor will be responsible for overseeing the training of the team. This training will be facilitated by the local law enforcement agency and mental health service providers (when available) on how to assess individuals exhibiting threatening or disruptive behavior and how to develop interventions for these individuals.

### OPERATIONS

The school team will conduct threat assessments based on the dangerous or threatening behavior of individuals in the school, home, or community setting who present a threat to the health or safety of that individual or to others.

The assessment will take place in the following order:

1. Evaluate the threat – this includes collective information and conducting interviews;
2. Decide whether the threat is substantive – the threat will be considered and categorized as a certain level of risk;
3. If not substantive, respond to the threat – this doesn't require a complete threat assessment; and
4. If deemed as substantive, assess the seriousness of the threat – this is determined by examining the severity of the threatened injury/action.
5. If deemed as substantive, the district threat assessment team will determine the appropriate method of intervention, diversion, and de-escalation of threats.

The response to the threat shall be handled in an appropriate manner, which would include notifying and protecting all potentially involved individuals, cautioning the individual who may

carry out the threat of the consequences; and determine the appropriate management and discipline considerations to resolve the problem. Hickman County Schools district threat assessment team meets monthly to discuss, evaluate, and update regarding each individual situation.

### *Special Education Students & Threat Assessment*

The use of a threat assessment is not intended to override the rights available to students with disabilities under federal law, including the right to a free appropriate public education and the right to a manifestation determination review.

To the extent possible, the district shall continue to provide a general education curriculum and services to students with disabilities as listed in their Section 504 plan or individualized education program (IEP) until the threat assessment is complete.

### *Guidance and Best Practices*

During the school year, guidance will be provided to students, faculty, and staff on how to recognize, address, and report threatening or dangerous behavior. This guidance will also include best practices for the intervention and prevention of violence and will be in the form of student and teacher handbooks and shared at faculty meetings.

If someone within the school district becomes aware of this type of behavior, the following procedures shall be followed:

Step by step procedures are in place in individual school EOP's.

Once a report is submitted to the team, the team will develop the appropriate course of action. Courses of action include, but are not limited to, the following: referrals to community services or healthcare providers, notification to the individual's parent(s)/guardian(s), notification of law enforcement and emergency medical services, referral to support service, and monthly touchpoint meetings with the district threat assessment team.

### *Post-Incident Assessment*

After an assessment or report has been resolved, the team will develop a post-incident assessment and evaluate the effectiveness and response of the school district to the incident.

The findings of this evaluation and the post-incident assessment shall be reported to the Director of Schools and will be taken into consideration when developing/modifying the district-wide school safety plan. If the assessment and evaluation are applicable to a specific school, the principal will be notified and will take these findings into consideration when developing/modifying the building-level school safety plan.

# Hickman County Board of Education

Descriptor Term:  <b>Instructional Goals</b>	Descriptor Code: <b>4.100</b>	Issued Date: <b>06/03/24</b>
	Rescinds: <b>4.100</b>	Issued: <b>05/02/22</b>

1 *General*

2 The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability  
3 in its instructional program or activities.<sup>1</sup> Discrimination shall include antisemitism, defined as a  
4 certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited  
5 to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish  
6 individuals and/or their property, toward Jewish community institutions and religious facilities.<sup>2</sup>

7 The Board approves the following broad-based instructional goals for students:

- 8 • To acquire the knowledge and attitude necessary to achieve and maintain good physical and  
9 mental health;
- 10 • To develop the skills necessary to function as a self-directed person;
- 11 • To develop the capacity to cope with change through an understanding of the arts, humanities  
12 and scientific processes;
- 13 • To know the principles involved in making moral and ethical choices;
- 14 • To develop the basic skills of reading, writing, computation, spelling, speaking and problem  
15 solving;
- 16 • To develop a positive attitude toward learning as a lifelong endeavor;
- 17 • To learn to identify personal talents and interests, make appropriate career choices, and develop  
18 career skills;
- 19 • To acquire knowledge and to develop skills in the management of personal and public  
20 resources necessary for meeting obligations to self, family and society;
- 21 • To learn to act in a responsible manner;
- 22 • To learn of the rights and responsibilities of citizens of the community, state, nation and world;  
23 and  
24  
25  
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33

- 1       • To learn to understand, respect and interact with people of different cultures, generations and  
2       races.

1. [42 USCA § 2000d et seq.](#)
2. [Public Acts of 2025, Chapter No. 293](#)

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Cross References

School District Goals 1.700  
Student Goals 6.100  
Student Concerns 6.305

# Hickman County Board of Education

Descriptor Term: <b>Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)</b>	Descriptor Code: <b>5.500</b>	Issued Date: <b>05/05/25</b>
	Rescinds: <b>5.500</b>	Issued: <b>03/06/23</b>

1 Employees shall be provided a work environment free from sexual, racial, ethnic and religious  
2 discrimination/ harassment (including the definition of antisemitism found in policy 4.100). It shall be a  
3 violation of this policy for any employee or any student to discriminate against or harass an employee  
4 through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The  
5 following guidelines are set forth to protect employees from discrimination/ harassment.

6 Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as  
7 conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious  
8 nature which:

- 9 1. Unreasonably interfere with the individual's work or performance; or
- 10 2. Create an intimidating, hostile or offensive work environment; or
- 11 3. Imply that submission to such conduct is made an explicit or implicit term of employment;
- 12 4. Imply that submission to or rejection of such conduct will be used as a basis for an employment  
13 decision affecting the harassed employee.

14 Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these  
15 incidents immediately.<sup>2</sup> This report should be made to the immediate supervisor except when the  
16 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report  
17 may be made to the Federal Rights Coordinator or the director of schools. Allegations of  
18 discrimination/harassment shall be fully investigated (as set forth in Complaints and Grievances 5.500).  
19 An oral complaint may be submitted; however, such complaint must be reduced to writing to ensure a  
20 more complete investigation. The complaint should include the following information:

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

26 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,  
27 because an individual's need for confidentiality must be balanced with obligations to cooperate with  
28 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
29 investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may  
30 be disclosed in appropriate circumstances to individuals with a need to know.

31 A substantiated charge against an employee shall result in disciplinary action up to and including  
32 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
33 to and including suspension.

- 1 There will be no retaliation against any person who reports discrimination/harassment or participates in
- 2 an investigation. However, any employee who refuses to cooperate or gives false information during the
- 3 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
- 4 itself be considered harassment and will be treated as such.
  
- 5 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
- 6 Rights Coordinator or the director of schools.

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Legal References

- 1. [29 CFR §1604.11; TCA 5-23-104; ; Public Acts of 2025, Chapter No. 293](#)
- 2. [20 USCA § 1681](#)

Cross References

- Appeals To and Appearances Before the Board 1.404
- Equal Opportunity Employment 5.104
- Complaints and Grievances 5.501
- Title IX & Sexual Harassment 6.3041

# Hickman County Board of Education

Descriptor Term: <b>Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>04/03/23</b>
	Rescinds: <b>6.304</b>	Issued: <b>02/01/21</b>

1 The Hickman County Board of Education has determined that a safe, civil, and supportive environment  
2 in school is necessary for students to learn and achieve high academic standards. In order to maintain  
3 that environment, acts of bullying, cyber-bullying, discrimination (including the definition of  
4 antisemitism found in policy 4.100), harassment, hazing or any other victimization of students, based  
5 on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

6 This policy shall be disseminated annually to all school staff, students, and parents.<sup>2</sup> This policy shall  
7 cover employees, employees' behaviors, students and students' behaviors while on school property, at  
8 any school-sponsored activity, on school-provided equipment or transportation, or at any official school  
9 bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy  
10 is in effect if the conduct is directed specifically at a student or students and has the effect of creating a  
11 hostile educational environment or otherwise creating a substantial disruption to the education  
12 environment or learning process.

13 Building administrators are responsible for educating and training their respective staff and students as  
14 to the definition and recognition of violations of this policy.<sup>3</sup>

## 15 DEFINITIONS<sup>4</sup>

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

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

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

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

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

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

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

## 6 **COMPLAINTS AND INVESTIGATIONS**

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

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

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

18 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
19 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight  
20 (48) hours of receipt of the report.<sup>4</sup> If a report is not initiated within forty-eight (48) hours, the  
21 principal/designee shall provide the director of schools with appropriate documentation detailing the  
22 reasons why the investigation was not initiated within the required timeframe.<sup>7</sup>

23 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of  
24 discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall  
25 provide information on district counseling and support services. Students involved in an act of  
26 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate  
27 school counselor by the principal/designee when deemed necessary.<sup>8</sup>

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

- 30
- 31 • It places the student in reasonable fear or harm for the student's person or property;
  - 32 • It has a substantially detrimental effect on the student's physical or mental health;
  - 33 • It has the effect of substantially interfering with the student's academic performance; or
  - 34 • It has the effect of substantially interfering with the student's ability to participate in or benefit  
from the services, activities, or privileges provided by a school.

35 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
36 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
37 intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the  
38 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the

1 principal/designee shall provide the director of schools with appropriate documentation detailing the  
2 reasons why the investigation has not been completed or the appropriate intervention has not taken  
3 place.<sup>7</sup>

#### 4 **RESPONSE AND PREVENTION**<sup>10</sup>

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

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

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

#### 14 **REPORTS**

15 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat  
16 of physical harm to a student or a student's property, the principal/designee of each middle school,  
17 junior high school, or high school shall report the findings and any disciplinary actions taken to the  
18 director of schools and the chair of the board of education.<sup>11</sup>

19 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying  
20 cases brought to the attention of school officials during the prior academic year. The report shall also  
21 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
22 presented to the board of education at its regular July meeting, and it shall be submitted to the state  
23 department of education by August 1.<sup>12</sup>

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

#### 26 **RETALIATION AND FALSE ACCUSATIONS**

27 Retaliation against any person who reports or assists in any investigation of an act alleged in this  
28 policy is prohibited. The consequences and appropriate remedial action for a person who engages in  
29 retaliation shall be determined by the administrator after consideration of the nature, severity, and  
30 circumstances of the act.<sup>13</sup>

31 False accusations accusing another person of having committed an act prohibited under this policy are  
32 prohibited. The consequences and appropriate remedial action for a person found to have falsely  
33 accused another may range from positive behavioral interventions up to and including suspension and  
34 expulsion.<sup>14</sup>

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**Legal References**

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686; [Public Acts of 2025, Chapter No. 293](#)
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

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**Cross References**

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Staff-Student Relations 5.610  
Student Goals 6.100  
Title IX & Sexual Harassment 6.3041  
Code of Conduct 6.300  
Student Concerns 6.305  
Reporting Child Abuse 6.409  
Emergency Contact Information 6.410  
Student Suicide Prevention 6.415

# Hickman County School System

**Student  
Discrimination/Harassment, and  
Bullying/Intimidation**

**6.304AP**

## **Purpose:**

The purpose of the procedure on bullying is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

## **Goals:**

The Hickman County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. The anti-bullying program with Hickman County Schools seeks to accomplish the following goals:

- To promote a secure and happy environment free from threat, harassment and any type of bullying behavior.
- To take positive action to prevent bullying from occurring.
- To inform parents and students of the school's expectations and to foster a productive partnership which helps to maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above items.

## **Definition of Bullying Bullying/Intimidation/Harassment**

- An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:
  - Physically harming a student or damaging a student's property;
  - Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
  - Causing emotional distress to a student or students; or
  - Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. For further clarification, see Policy 6.304.

## **Crucial Factors to Combat Bullying**

1. Awareness and involvement on the part of adults, with regards to bully-victim problems.
2. Survey of bully/victim problems to determine the scope of the problem in each school.
3. School assemblies regarding bully/victim problems.
4. Appropriate supervision during recess, lunch time and changing of classes by adult staff.

5. Consistent and immediate consequences for aggressive behavior.
6. Implementation of SWPBS (School Wide Positive Behavior Supports) for each school.
7. Specific class rules against bullying.
8. Unit of studying on bullying completed through the guidance departments.
9. Serious individual talks with bullies and with victims. Serious talks with parents of bullies and victims.
10. Involving the school leadership team to discuss ways to include in SIP.
11. A curriculum which promotes communication, friendship and assertive skills such as the bucket filler method.
12. Improved communication among administrators, teachers, parents and staff.
13. Listening respectfully to bullying concerns raised by student, parents and staff.
14. Avoidance of sex-role stereotyping. (e.g. males need to be strong and tough).
15. Avoidance of competitiveness for academic and social/emotional activities.
16. Use of classmates to help alleviate the plight of victims and include them in group activities.

The above measures are considered part of an effective school- wide anti-bullying program, per research on this topic.

#### **Staff Responsibilities**

1. To implement procedures to confront bullying in any form.
2. To listen to all parties involved in incidents.
3. To investigate and document as fully as possible.
4. To take appropriate action, or to refer the matter to a member of the administration.
5. To record and inform parents of bullying incidents.
6. To promote the use of a range of teaching and learning styles and strategies which challenge bullying behavior.
7. To promote open management styles which facilitate communication and consultation throughout the school setting.
8. To foster by example the values the school believes in.
9. To promote the use of interventions which are the least intrusive and most effective.
10. To hold regular discussions on this issue with administration, staff, students and parents.
11. To support victims of bullying by means of individual and peer counseling.
12. To initiate efforts to change the behavior of the bullies through class discussions, counseling, reinforcement and sanctions where appropriate

# Hickman County Board of Education

Descriptor Term: <b>Virtual Education Program</b>	Descriptor Code: <b>4.212</b>	Issued Date: <b>07/08/24</b>
	Rescinds: <b>4.212</b>	Issued: <b>08/01/22</b>

## 1 *General*

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

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

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

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 9
- 10 2. Continuity of educational service for students who are homebound;<sup>4</sup>
- 11
- 12 3. Continuity of educational service for students who are quarantining;<sup>5</sup> and
- 13
- 14 4. Continuity of educational service for students enrolled in an alternative school;<sup>6</sup> or
- 15
- 16 5. Continuity of educational service when the district utilizes remote instruction due to dangerous  
17 or extreme weather conditions, a serious outbreak of illness affecting or endangering students  
18 or staff, or during the administration of end of course examinations or other examinations as  
19 allowed per state law.<sup>7</sup>
- 20

- 21 6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous  
22 or extreme weather conditions, or an emergency, as determined by the Director of Schools.<sup>8</sup>
- 23

## 24 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

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

- 28 1. Attendance;
- 29
- 30 2. Grades; and
- 31

1        3. Technology survey.

## 2        **ATTENDANCE**

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

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

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

## 14       **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

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

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

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

## 25       **ENROLLMENT AGREEMENT**

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

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### Legal References

1. [TRR/MS 0520-01-03-.05\(2\)](#)
2. [TCA 49-1-104\(h\); State Board of Education Policy 3.206](#)
3. [TCA 49-16-101; TRR/MS 0520-01-03-.05\(2\)\(a\)](#)
4. [TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07](#)

### Cross References

Emergency Closings 1.8011  
Homebound Instruction 4.206  
Credit Recovery 4.210  
Alternative Education 6.319

5. [TRR/MS 0520-01-13-.01\(1\)\(c\)](#)
6. [TRR/MS 0520-01-02-.09; TCA 49-6-3402\(i\)](#)
7. [TCA 49-6-3004\(i\)](#)
8. [Public Acts of 2025, Chapter No. 484](#)

# Hickman County Board of Education

Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>08/05/24</b>
	Rescinds: <b>4.301</b>	Issued: <b>06/05/22</b>

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.<sup>1</sup> 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.<sup>2</sup> 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 student's  
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of  
9 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 sport  
12 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her  
13 designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved  
14 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 control  
16 of athletics.<sup>3</sup> The Director of Schools shall develop a code of conduct for all coaches to follow in order  
17 to ensure the health and safety of athletes.<sup>4</sup>

18 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
19 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
20 system as a named insured, of not less than the limits set forth in TCA § 29-20-403.<sup>5</sup> It shall be the  
21 responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students  
22 participating in interscholastic athletics.

23 Prior to participation in interscholastic athletics, every student must complete an annual physical  
24 examination.<sup>6</sup> 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 school  
30 day without written permission from the Board.<sup>7</sup> This does not prevent the inclusion of regular physical  
31 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  
33 school athletic team, if the event is on an official school holiday, observed day of worship, or religious

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

### 3 **SEVERE WEATHER<sup>4</sup>**

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.<sup>9</sup>

### 13 **HOME SCHOOL STUDENT PARTICIPATION<sup>10</sup>**

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 for  
16 the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

### 17 **VIRTUAL SCHOOL STUDENT PARTICIPATION<sup>11</sup>**

18 Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA  
19 guidelines. If a school is not a member with these organizations, virtual school students that are zoned  
20 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
21 students.

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#### 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. [TCA 49-6-3601](#)
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. 658](#)
11. [Public Acts of 2025, Chapter No. 173](#)

#### Cross References

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

# Hickman County School System

## Interscholastic Athletics

4.301AP

### 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.

# Hickman County School System

## Athletics Emergency Action Plan

4.301.6AP

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

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

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

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

# Hickman County Board of Education

	Descriptor Term:  <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>10/21/24</b>
		Rescinds: <b>4.403</b>	Issued: <b>08/05/24</b>

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.<sup>1</sup> 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 level  
6 of the selected items for suitability.<sup>1</sup> A list of new materials shall be reviewed by the school  
7 administration.

8 **STANDARDS<sup>2</sup>**

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  
20 5. Materials shall not be removed on the sole grounds that the item is religious.

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

- 23 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess  
24 violence, or sadomasochistic abuse as defined in state law<sup>3</sup>;
- 25 2. Are patently offensive as defined in state law; or
- 26 3. Appeal to the prurient interest as defined in state law.

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

1 Grade level supervisors shall be responsible for periodically reviewing the district's library collection in  
2 line with these established standards. Any materials found to be out of alignment with the standards shall  
3 be removed, and this action shall be documented in writing and presented to the Director of Schools and  
4 the Board.

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

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

## 10 **COMPLAINTS<sup>4</sup>**

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

- 12 1. Inform the complainant of the selection procedures and make no commitments.
- 13
- 14 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 15
- 16 3. Inform the principal (and other appropriate personnel).
- 17
- 18 4. Keep challenged materials available for use during the reconsideration process.
- 19

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

35 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall  
36 assess the findings along with the recommendation of the principal and present a recommendation to  
37 the Board.

38  
39 The Board shall evaluate the recommendations of the principal and the Director of Schools along with  
40 the material to determine whether it is appropriate for the age and maturity levels of the students who

- 1 have access to the materials and whether the material is suitable for, and consistent with, the  
2 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify  
3 the decision within sixty (60) days from which the feedback was received.
- 4 If it is determined that the material is not appropriate for the age and maturity levels of the students  
5 who have access to them or is not suitable for, and consistent with, the educational mission of the  
6 school, the material shall be removed from the library collection.

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**Legal References**

1. [Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782; Public Acts of 2025, Chapter No. 270](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

**Cross References**

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

# Hickman County School System

## Library Materials

4.403AP

### 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; 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);
2. Materials shall contain literary, historical, and/or artistic value and merit; and
3. 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 4.403AP

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-4.403AP

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.

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

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---

7. What action are you requesting the committee consider?

---

Signature of Complainant \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Checklist for Reconsideration of Library Materials-4.403AP  
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-4.403AP  
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:

**Use of the Internet**

Descriptor Code:

**4.406**

Issued Date:

**08/05/24**

Rescinds:

**4.406**

Issued:

**08/01/22**

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:<sup>1</sup>
  - 16 • Sending or displaying offensive messages or pictures
  - 17 • Using obscene language
  - 18 • Harassing, insulting, defaming or attacking others
  - 19 • Damaging computers, computer systems or computer networks
  - 20 • Hacking or attempting unauthorized access to any computer
  - 21 • Violation of copyright laws
  - 22 • Trespassing in another's folders, work or files
  - 23 • Intentional misuse of resources
  - 24 • Using another's password or other identifier (impersonation)
  - 25 • Use of the network for commercial purposes
  - 26 • Buying or selling personal items on the Internet

## 27 **Students**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 16 **SOCIAL NETWORKING**

- 17 1. Students are prohibited from accessing social media platforms using district internet except when  
18 expressly authorized by a teacher for educational purposes.<sup>7</sup>
- 19 2. District staff who have a presence on social networking websites are prohibited from posting  
20 data, documents, photographs, or inappropriate information that is likely to create a material and  
21 substantial disruption of classroom activity.
- 22 3. District staff are prohibited from accessing personal social networking sites on school computers  
23 or during school hours except for legitimate instructional purposes.
- 24 4. The board discourages district staff from socializing with students on social networking websites.  
25 The same relationship, exchange, interaction, information, or behavior that would be  
26 unacceptable in a non-technological medium is unacceptable when done through the use of  
27 technology.

#### 28 **VIOLATIONS**

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

#### 31 **VENDOR CONTRACTS<sup>8</sup>**

32 Prior to entering into any contract for the provision of digital or online materials created or marketed  
33 for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor

- 1 shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or
- 2 otherwise prevents access to pornography or obscenity and verifying that the technology prevents a
- 3 user from sending, receiving, viewing, or downloading materials that are harmful to minors.

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**Legal References**

1. [TCA 39-14-602](#)
2. [47 USCA § 254 \(h\)\(5\)\(A\) – \(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131](#)
3. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
4. [TCA 39-17-901; TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
5. [TCA 10-7-512](#)
6. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
7. [Public Acts of 2025, Chapter No. 195](#)
8. [TCA 49-1-221\(c\)](#)

**Cross References**

- Use of Email 1.805
- Use of Artificial Intelligence Programs 4.214
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

# Hickman County Board of Education

Descriptor Term: <b>Reporting Student Progress</b>	Descriptor Code: <b>4.601</b>	Issued Date: <b>09/09/24</b>
	Rescinds: <b>4.601</b>	Issued: <b>10/03/22</b>

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

4 Student progress reports shall indicate the students' conduct, attendance and academic progress and other  
5 information necessary to communicate effectively with the parents. For students in grades kindergarten  
6 through eight (K-8), the student's score on the most recently administered universal reading screener  
7 shall also be included along with the results of a dyslexia screener, if applicable.<sup>2</sup>

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

## 13 PARENT CONFERENCES

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

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

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### Legal References

1. [TRR/MS 0520-01-03-.03\(5\): TCA 49-6-901](#)
2. [Public Acts of 2025, Chapter No. 330](#)
3. [TCA 49-6-7002](#)
4. [28 CFR § 36.201](#)

### Cross References

School Calendar 1.800  
Section 504 & ADA Grievance Procedures 1.802  
Grading System 4.600  
Promotion and Retention 4.603  
In-Service and Professional Learning Opportunities 5.113  
Staff Time Schedules 5.602  
Attendance 6.200  
Withdrawals 6.207



# Hickman County Board of Education

Descriptor Term: <b>Compensation Guides &amp; Contracts</b>	Descriptor Code: <b>5.110</b>	Issued Date: <b>11/05/24</b>
	Rescinds: <b>5.110</b>	Issued: <b>10/03/22</b>

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

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

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

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

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

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

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

## 21 **ACCRUED LEAVE & BENEFICIARIES<sup>5</sup>**

22 **[Include the provision below if the Board opts to compensate the estate of a deceased teacher for**  
23 **accrued leave.]**

24 A deceased teacher's estate or designated beneficiary shall be paid the value of any unused  
25 accumulated leave. Unless a teacher designates differently, the beneficiary shall be the same as the  
26 beneficiary designed for receipt of retirement benefits with the Tennessee Consolidated Retirement  
27 System

Legal References

1. [TCA 49-2-203\(a\)\(1\); TCA 49-5-408](#)
2. [TCA 49-5-402](#)
3. [TCA 49-6-3004](#)
4. [TCA 49-6-2006\(a\)](#)
5. [Public Acts of 2025, Chapter No. 433](#)

Cross References

- School Calendar 1.800
- Revenues 2.400
- Payroll 2.802
- Application and Employment 5.106

Replace with Model Policy

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date: <b>12/09/24</b>
		Rescinds: <b>5.119</b>	Issued: <b>08/07/23</b>

1 *General*

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

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

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed  
6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members  
7 may substitute teach for additional days.<sup>1</sup>

8 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

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

- 12 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;  
13  
14 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or  
15 receive medical insurance coverage; and  
16  
17 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the  
18 Board for teachers with no experience filling similar positions or more than eighty-five percent  
19 (85%) of the rate of compensation set by the Board for teachers with comparable training and  
20 years of experience filling similar positions.

21 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES<sup>3</sup>**

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

- 25 1. The retired member has been retired for at least sixty (60) calendar days;  
26  
27 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the  
28 retirement allowance;  
29

- 1        3. The retired member's employment can't be longer than a one (1) year period; however, the  
2        retired member can be reemployed for additional one (1) year periods;  
3  
4        4. The retired member is not drawing disability retirement benefits; and  
5  
6        5. The retired member can't accrue additional retirement benefits.
- 7        The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that  
8        the retired member has the required experience and training for the position and that no other qualified  
9        persons are available to fill the position.
- 10       Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.  
11       The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment  
12       equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five  
13       percent (5%) of the retired member's pay rate.  
14

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Legal References

1. [TCA 8-36-805](#)
2. [TCA 8-36-821](#)
3. [TCA 8-36-822](#)

Cross References

- Application and Employment 5.106  
Substitute Teachers 5.701

# Model Policy

## Hickman County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Employment of Retirees</b>	Descriptor Code: <b>5.119</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

### 1 *General*<sup>1</sup>

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in  
3 state law. Prior to commencement of reemployment, the Director of Schools shall provide the required  
4 employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be  
5 eligible for employment after retirement, a TCRS member must comply with the following:

- 6 1. The retired member must have a bona fide separation of service which includes a separation of  
7 at least sixty (60) calendar days and no previous agreement to return to work after retirement;  
8 and  
9
- 10 2. The retired member may not accrue additional retirement benefits as a result of the member's  
11 reemployment and may not draw disability retirement benefits.

### 12 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**<sup>2</sup>

13 Retired members under TCRS may be employed for up to one hundred twenty (120) days per year  
14 without loss of retirement benefits. Retired members may substitute teach for additional days.

15 To continue receiving TCRS benefits, the following conditions must be met in addition to the general  
16 standards above:  
17

- 18 1. During a twelve-month period, the retiree must not work more than one hundred twenty (120)  
19 days; and  
20
- 21 2. The retired member's compensation must not exceed 60% of the annual full-time salary  
22 received in the year immediately prior to the member's last paid day of covered employment.  
23 This amount shall be adjusted by five percent (5%) for each year after that date.

24 The retired member may work beyond one hundred twenty (120) days as a substitute teacher if the  
25 payment does not exceed the rate of compensation for substitute teachers filling similar vacant  
26 positions.

27

28

## 1 **HARD TO FILL POSITIONS<sup>3</sup>**

2 The Director of Schools may contract with retired members for hard to fill positions if the following  
3 conditions are met in addition to the general standards above:  
4

- 5 1. During the reemployment, the retirement benefit payable to the retiree must be reduced to  
6 seventy percent (70%) of the retirement allowance the member would have otherwise been  
7 entitled to receive; and  
8
- 9 2. The retired member's reemployment must not exceed one (1) year, but the retired member may  
10 be reemployed for additional one-year periods per state law.

11 The Director of Schools shall certify to TCRS that the employee is being rehired in a hard-to-fill  
12 position. In order to qualify, one or more of the following conditions must be established:

- 13 1. It is difficult to recruit and retain qualified employees for the position;  
14
- 15 2. The position requires specialized certification, credentials, or education;  
16
- 17 3. The demand for the position exceeds the supply;  
18
- 19 4. The position is in high demand in the marketplace;  
20
- 21 5. The position is filled by key personnel;  
22
- 23 6. The position requires specific skills and experience; or  
24
- 25 7. The position has other unique recruitment or retention issues identified and documented by the  
26 Director of Schools.

27 Once the retired member is hired, the district shall pay TCRS the greater of: (1) a payment equal to the  
28 amount the employer would have contributed to the retirement system during the period of  
29 reemployment; or (2) an amount equal to five percent (5%) of the retired member's earnable  
30 compensation.

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### Legal References

1. [TCA 8-36-805; TCA 8-36-809; Public Acts of 2025, Chapter No. 159](#)
2. [TCA 8-36-805; Public Acts of 2025, Chapter No. 159](#)
3. [TCA 8-36-809; Public Acts of 2025, Chapter No. 159](#)

### Cross References

Application and Employment 5.106  
Substitute Teachers 5.701

# Hickman County Board of Education

Descriptor Term: <b>Family and Medical Leave</b>	Descriptor Code: <b>5.305</b>	Issued Date: <b>02/03/25</b>
	Rescinds: <b>5.305</b>	Issued: <b>08/07/23</b>

## 1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at least  
3 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of  
4 FMLA eligibility<sup>1</sup>) during the previous twelve-month period.<sup>2</sup>

## 5 GENERAL PRINCIPLES

6 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar  
7 year for the following reasons:

- 8 1. the birth of a child;
- 9 2. the placement of a child with the employee for adoption or foster care;
- 10 3. a serious health condition of the employee that makes the employee unable to perform the essential  
11 functions of his or her job position;
- 12 4. the care of a spouse, child, or parent of the employee who has a serious health condition; and
- 13 5. any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on  
14 covered active duty, or has been notified of an impending call or order to covered active duty, in the  
15 Armed Forces.

16 Granting of leave under this policy shall be subject to, and in accordance with, the provisions of applicable federal  
17 and state laws. An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall  
18 run concurrently with and be counted toward the employee's total period of FMLA leave.

## 19 MATERNITY/PATERNITY LEAVE

- 20 1. *Relationship between FMLA leave and Tennessee Maternity Act leave-* FMLA leave shall run  
21 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees  
22 leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth and nursing of a  
23 newborn child.<sup>3</sup>
- 24 2. *Teachers' Leave-* In accordance with state law, any teacher who goes on maternity or paternity  
25 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave  
26 for maternity leave purposes. In order to be eligible to use sick leave, written request of the  
27 teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be  
28 submitted. Upon verification by a written statement from an adoption agency or other entity  
29 handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a  
30 child. If both adoptive parents are teachers employed by the district, however, only one (1)  
31 parent is entitled to use such leave.<sup>4</sup>
- 32 3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve  
33 (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for birth and  
34 care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who  
35 has a serious health condition. Under certain circumstances, spouses who share leave for the birth or

1 adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA  
2 reasons.<sup>5</sup>

- 3 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available  
4 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child.<sup>6</sup> An  
5 eligible employee taking leave under this provision shall not be required to utilize any other type  
6 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,  
7 or other individuals required by law to hold a valid license of qualification for employment who  
8 have been employed with a school district full time for at least twelve (12) consecutive months.

9 a. Possess a valid license or an emergency credential issued by the Department of  
10 Education per TCA 49-5-106, required for the position the employee holds;

11  
12 b. Have been employed with the district full time for at least twelve (12) consecutive  
13 months in a position for which the employee is required by law to hold the license or an  
14 emergency credential referenced above at the time of the qualifying event; and

15  
16 c. Have held a valid license or an emergency credential issued by the Department of  
17 Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime  
18 employment

19  
20 Employees shall provide notice to the school district thirty (30) days prior to the intended use of  
21 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,  
22 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid  
23 leave. ~~This paid leave does not need to be taken consecutively; however, the paid leave shall be~~  
24 ~~used within twelve (12) months of the qualifying event. The leave shall run concurrently with~~  
25 ~~FMLA leave.~~ This paid leave shall be either: (1) taken consecutively, except in extenuating  
26 circumstances, as determined by the Director of Schools; or (2) taken nonconsecutively, but in  
27 increments of no less than one (1) week. The paid leave shall be used within twelve (12) months  
28 of the qualifying event and shall run concurrently with FMLA leave.<sup>7</sup>

## 29 LEAVE FOR A SERIOUS HEALTH CONDITION<sup>7</sup>

30 Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable  
31 to work because of a serious health condition or to care for an immediate family member with a serious health  
32 condition. Granting of such leave shall be subject to the provisions of applicable federal and state laws. Employees  
33 shall contact Human Resources to determine if the reason for leave qualifies as Family and Medical Leave. If the  
34 leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee  
35 shall notify Human Resources as soon as practicable—generally, either the same or next business day.

## 36 LEAVE FOR MILITARY FAMILY MEMBERS

- 37 1. *Qualifying Exigency Leave*<sup>8</sup> - Eligible employees are entitled to up to twelve (12) workweeks of leave  
38 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of  
39 the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call  
40 to active duty, or has been notified of an impended call to active duty status, in the Armed Forces.

41 Qualifying exigencies may include:

- 42 a. issues arising from the service member’s short notice deployment;  
43 b. military events and related activities (e.g. official ceremonies, support programs);  
44 c. making or updating financial and legal arrangements, attending counseling;

- d. taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- e. attending post-deployment activities.

2. *Military Caregiver Leave*<sup>9</sup>- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8, 2013. The "single twelve (12) month period" for leave to military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

## INTERMITTENT LEAVE<sup>10</sup>

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, or because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When a licensed employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment or to transfer temporarily to an available alternative position offered by the school system for which the employee is qualified, and that has equivalent pay and benefits and better accommodates recurring periods of leave.

## RESTRICTIONS

### 1. Notice Requirements

- a. *Employee Notice*<sup>11</sup>- For foreseeable leave, the employee shall provide the director of schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the director of schools/ designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.<sup>12</sup> The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.<sup>13</sup>

### 2. Certification Requirement<sup>14</sup>

- a. The director may require that a request for leave be supported by certification issued by a health care provider with the following information:

- i. the date on which the serious health condition commenced;
- ii. the probable duration of the condition;
- iii. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
- iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.

- b. If there is any reason to doubt the validity of the certification provided, the director may require, at the expense of the school system, an opinion of a second health care provider.

### 3. Period Near the End of an Academic Term (Professional Employees)<sup>15</sup>

- a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

## 21 **REQUIREMENTS OF THE BOARD<sup>16</sup>**

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The board may recover the premium paid under the following conditions:
  - a. the employee fails to return from leave after the period of leave has expired.
  - b. the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

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#### Legal References

1. [\*Hinson v. Tecumseh Products Co.\*, 2000 U.S. App. LEXIS 26778, at \\*1—10 \(6th Cir. Oct. 17, 2000\)](#)
2. [29 USCA § 2601, 2611—2619](#)
3. [TCA 49-5-702; TCA 4-21-408](#)
4. [TCA 49-5-710\(a\)\(2\); TCA 8-50-802\(a\)\(4\)](#)
5. [29 CFR § 825.120\(a\)\(3\)](#)
6. [TCA 8-50-814; Public Acts of 2025, Chapter No. 163](#)
7. [29 CFR § 825.113; Public Acts of 2025, Chapter No. 235](#)
8. [29 CFR § 825.126](#)
9. [29 CFR § 825.124; 29 CFR § 825.127](#)
10. [29 CFR § 825.202](#)

#### Cross References

- Sick Leave 5.302  
Long-Term Leaves of Absence 5.304

11. [29 CFR § 825.302-825.304](#)
12. [29 CFR § 825.207](#)
13. [OP Tenn. Atty Gen 94-006 \(Jan 13, 1994\); \*Plant v. Morton International, Inc.\*, 212 F. 3d 929, 932 \(6th Cir. 2000\)](#)
14. [29 CFR § 825.305-825.313](#)
15. [29 CFR § 825.602](#)
16. [29 USCA § 2614](#)

# Hickman County Board of Education

Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>04/07/25</b>
	Rescinds: <b>5.701</b>	Issued: <b>08/05/24</b>

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

## 7 APPLICATION/QUALIFICATIONS

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

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

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

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

## 15 COMPENSATION

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

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
20 after July 1, 2011 through July 1, 2016.<sup>5</sup>

## 21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for ~~twenty (20)~~ **thirty (30)** consecutive days,  
23 a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught.<sup>6</sup>

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

## 1 EMERGENCY NEEDS

2 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations.  
3 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
4 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 pay  
7 for both positions at the same time.

8 Licensed personnel can be used as a substitute teacher in another class in emergency situations in which  
9 another substitute is unable to arrive on time or remain for the full day. Licensed personnel who volunteer  
10 to substitute in a class in addition to their normal instructional duties and complete after-school planning  
11 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 by  
15 state law.<sup>7</sup>

## 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 notifying  
24 the principal and/or third party employer if they wish to terminate their service as substitutes.

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### Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\);](#)  
[Public Acts of 2025, Chapter No. 235](#)
7. [Public Acts of 2024, Chapter No. 735; TCA 49-6-](#)  
[805\(7\)](#)

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### Cross References

- Background Investigations 5.118  
Employment of Retirees 5.119

# Hickman County Board of Education

	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>04/07/25</b>
		Rescinds: <b>6.200</b>	Issued: <b>04/08/24</b>

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

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

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

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

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

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

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

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

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

## 18 **TRUANCY**

### 19 *General*

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

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

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

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

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

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

### 3 **Tier I**

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

- 7 1. A conference with the student and the student's parent/guardian;
- 8
- 9 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and  
10 an attendance officer. The contract shall include:
  - 11 a. A specific description of the school's attendance expectations for the student;
  - 12 ~~b.~~ The period for which the contract is effective.
  - 13 c. Penalties for additional absences and alleged school offenses, including additional  
14 disciplinary action and potential referral to juvenile court; and
  - 15
  - 16
- 17 3. Regularly scheduled follow-up meetings to discuss the student's progress.

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

### 20 **Tier II**

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

### 24 **Tier III**

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

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

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

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

34 A principal/designee may excuse a student to participate in non-school sponsored extracurricular  
35 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)  
36 absences each school year. No later than seven (7) business days prior to the student's absence, the

1 student shall provide documentation to the school as proof of the student's participation along with a  
2 written request for the excused absence from the student's parent/guardian. The request shall include  
3 the following:

- 4 1. Student's name and personal identification number;
- 5
- 6 2. Student's grade;
- 7
- 8 3. The dates of the student's absence;
- 9
- 10 4. The reason for the student's absence; and
- 11
- 12 5. The signatures of the student and parent/guardian.

### 13 **RELEASED TIME COURSE**<sup>10</sup>

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

17 Students shall only be permitted to attend courses provided by entities that certify in writing that they  
18 have complied with the background check requirements outlined in state law.<sup>11</sup> The student shall  
19 submit a written consent form signed by the student's parent/guardian prior to participation in the  
20 released time course. The principal/designee shall document the approval in writing. The student shall  
21 provide documentation to the principal/designee as proof of the student's participation in the released  
22 time course.

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

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

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

### 28 **MAKE-UP WORK**

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

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

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

#### 4 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

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

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

#### 12 **CREDIT/PROMOTION DENIAL**

13 Credit/promotion denial determinations may include student attendance, however, student attendance  
14 may not be the sole criterion.<sup>11</sup> However, if attendance is a factor, prior to credit/promotion denial, the  
15 following shall occur:

16  
17 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due  
18 to excessive absenteeism.

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

#### 20 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

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

#### 23 **ATTENDANCE HEARING<sup>12</sup>**

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

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

35 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
36 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.

- 1 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
- 2 The action of the Board shall be final.
- 3 The director of schools/designee shall ensure that this policy is posted in each school building and
- 4 disseminated to all students, parents, teachers and administrative staff.

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**Legal References**

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\)](#); [State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007](#); [TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\)](#); [TCA 49-6-3002\(b\)](#); [Public Acts of 2025, Chapter No. 401](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

**Cross References**

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

# Hickman County School System

## Attendance

## 6.200AP

Each day, student attendance is taken by staff and reported to the front office of each school and recorded in the student information system (Skyward). Students who are absent will have automated phone calls made to their parent/guardian notifying them that the student is absent.

State law describes truant as a student having 5 unexcused absences. Attendance personnel in each school have access to attendance reports that indicate when students have reached 3 days and/or 5 days unexcused absences. Letters may be sent out at the principal's discretion at 3 unexcused absences to inform parents that their student is approaching a truant status. At 5 days unexcused, schools should send out a letter requesting parents to provide notes to excuse those absences in a timely manner. If a parent fails to provide documentation that would excuse those days of unexcused attendance, the student is reported to the At-Risk Coordinator as truant. The At-Risk Coordinator will then summon the parent/guardian and the student(s) to Truancy Council (ONLY students in middle or high school should attend).

### Abbreviated Days

Parents should be aware that abbreviated school days count as full days towards attendance. Students who miss abbreviated days will receive an unexcused absence that counts the same as a whole day.

### Parent Notes

Hickman County allows parents to write notes for missed days when taking a child to the doctor is not deemed necessary or when emergencies arise. Parents are allowed to write an excused note for a total of 8 days for the school year.

Notes for any excused absence should be turned in to the school upon the return of the student to school.

### Seniors

School administration may deny participation in graduation exercises, prom, or any other senior activities, to those seniors who accumulate more than 15 cumulative unexcused absences regardless of the age of the senior.

## Perfect Attendance

Students in attendance for 3 hours, 16 minutes ( $\frac{1}{2}$  school day), will be counted as having attended that day. (The computer will continue to count minutes not in attendance which may result in the student showing more than 1 day absent when added up. This will not affect their perfect attendance.)

Unexcused tardies and early dismissals when accumulated to add up to one or more days will result in that student losing their Perfect Attendance status.

Students who have been home schooled and transfer into our system after October 1 of any school year will not be eligible for having Perfect Attendance that school year.

Students who transfer from another system which would have started after our school year starts will not be eligible for Perfect Attendance if they had not started school in their old system and enroll with us after October 1 of that school year.

Students who transfer into our system from another system will be counted as having perfect attendance if documentation is provided from the previous school system that they have had perfect attendance at their previous school.

## Progressive Truancy Plan

Database administrators will send parent notification forms home with students when students meet the qualifications under the attendance policy.

## Parent Attendance Notification Form

## Released Course Time

When evaluating a course under the released time course policy, the secular criteria of the course may include, but is not limited to:

- 1) The amount of classroom instruction time
- 2) The course syllabus
- 3) Methods of assessment used in the course
- 4) Whether the course was taught by an instructor licensed

# Hickman County School System

**Compulsory Attendance Ages**

**6.201AP**

## Hickman County Schools Kindergarten Early Admission Form

Child's Name: \_\_\_\_\_

Date of Birth (must be between August 16-September 30): \_\_\_\_\_

Parents or Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Formal pre-school experience: \_\_\_\_\_

If no preschool experience, what has been done to assist child with readiness skills to start kindergarten?

Does the child have older siblings? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there any special information you would like us to know about your child?

**NOTE:** Each applicant must be screened, and parents will be notified regarding the time of the testing. The testing will last approximately one hour and will cover areas of social-emotional development, fine & gross motor, readiness for math and reading comprehension, alphabet recognition and recognizing sounds. Results will be shared with the parent upon completion of the assessment.

You may email this form to Belinda Anderson [belinda.anderson@hickmank12.org](mailto:belinda.anderson@hickmank12.org) or the form may be brought to the school where admission has been requested.

**DEADLINE TO SUBMIT FORM: June 30 of each year**

### OFFICE USE ONLY:

Testing Date and Time: \_\_\_\_\_

Parent Notified on: \_\_\_\_\_

Test Score: \_\_\_\_\_ Criteria met for early Yes No

School: \_\_\_\_\_

Notes from testing: \_\_\_\_\_

Review and Approved: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>05/05/25</b>
		Rescinds: <b>6.303</b>	Issued: <b>04/03/23</b>

1 **INTERROGATIONS BY SCHOOL PERSONNEL**

2 School personnel have a duty to report any reasonable suspicion that a student is carrying, or has  
3 carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the  
4 principal, the principal's designee or, if the principal and the principal's designee are unavailable and  
5 the offense was committed on school property, to the appropriate authorities.<sup>1</sup>

6 Students may be questioned by teachers or principals about any matter pertaining to the operation of a  
7 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under  
8 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any  
9 student answering falsely, evasively or refusing to answer a proper question may be subject to  
10 disciplinary action, including suspension.

11 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the  
12 principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians  
13 and without giving the student constitutional warnings.

14 **INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)**

15 If the principal has requested assistance by the police department to investigate a crime involving  
16 his/her school, the police shall have permission to interrogate a student suspect in school during school  
17 hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the  
18 student of the intended interrogation unless circumstances require otherwise. The interrogation may  
19 proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her  
20 designee shall be present during the interrogation.

21 The use of police women or female staff members is desirable in the interrogation of female students.

22 **POLICE-INITIATED INTERROGATIONS**

23 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated  
24 crimes committed outside of school hours, the police department shall first contact the principal  
25 regarding the planned interrogation, inform him/her of the probable cause to investigate within the  
26 school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal  
27 custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed  
28 without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee  
29 shall be present during the interrogation.

## 1 SEARCHES BY SCHOOL PERSONNEL

2 In order to ensure a safe and secure learning environment, the Director of Schools shall develop  
3 procedures regarding the searching of students' lockers, vehicles, and containers which are consistent  
4 with state law. The Director of Schools shall develop additional procedures to ensure compliance with  
5 all of the provisions of the School Security Act of 1981.<sup>1,6</sup>

6 ~~Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing  
7 on school property or in the actual or constructive possession of any student during any organized  
8 school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in  
9 the school parking lot that vehicles parked on school property by students or visitors are subject to  
10 search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she  
11 receives information which would cause a reasonable belief that the search will lead to the discovery  
12 of:~~

13 ~~1. Evidence of any violation of the law;~~

14  
15 ~~2. Evidence of any violation of school rules or regulations or proper standards of student or  
16 faculty conduct;~~

17  
18 ~~3. Any object or substance which, because of its presence, presents an immediate danger of harm  
19 or illness to any person.~~

20 ~~A student using a locker that is the property of the school system does not have the right of privacy in  
21 that locker or its contents. All lockers or other storage areas provided for student use on school  
22 premises remain the property of the school system and are provided for the use of students subject to  
23 inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and  
24 other storage areas are school property and are subject to search.*~~

25 ~~A student may be subject to physical search or a student's pocket, purse or other container may be  
26 required to be emptied because of the results of a locker search, or because of information received  
27 from a teacher, staff member or other student if such action is reasonable to the principal. All of the  
28 following standards of reasonableness shall be met:~~

29 ~~The school principal shall authorize all searches at the outset per state law.<sup>2</sup> All principal initiated  
30 searches shall be conducted by a school security officer or a school administrator who has completed the  
31 state required training.<sup>3</sup> The following conditions shall apply to principal initiated searches:~~

32 ~~1. All the following standards of reasonableness must be met:~~

33 ~~a. A particular student has violated policy;~~

34 ~~b. The search could be expected to yield evidence of the violation of school policy or  
35 disclosure of a dangerous weapon or drug;~~

36 ~~c. The search is in pursuit of legitimate interests of the school in maintaining order,  
37 discipline, safety, supervision and education of students;~~

38 ~~d. The primary purpose of the search is not to collect evidence for a criminal prosecution;  
39 and~~

1 e. The search shall be reasonably related to the objectives of the search and not  
2 excessively intrusive in light of the age of the student considering the age and sex of the  
3 student, as well as the nature of the infraction alleged to have been committed.<sup>4</sup>  
4

5 2. A school administrator shall be on-site at any principal-initiated search;

6  
7 3. A school administrator shall oversee the search and may end the search at any time; and

8  
9 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or  
10 guardian within a reasonable time of the search<sup>3</sup>

11 School officials may conduct hand-held or walk-through metal detector checks of a student's person or  
12 personal effects.

13 If a school resource officer searches a student, based on having probable cause, the principal shall  
14 notify the Director of Schools/designee.<sup>5</sup>

## 15 USE OF ANIMALS

16 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in  
17 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched  
18 and shall not be used to search the persons of students or visitors.

## 19 SEARCHES BY POLICE

20 If public health or safety is involved, upon request of the principal who shall be present, police officers  
21 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for  
22 drugs, weapons or items of an illegal or prohibited nature.

23 If the principal has received reliable information which he/she believes to be true that evidence of a  
24 crime or of stolen goods, not involving school property of members of the school staff or student body,  
25 is located on school property and that any search for such evidence or goods would be unrelated to  
26 school discipline or to the health and safety of a student or the student body, he/she shall request police  
27 assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

28 Anything found in the course of the search conducted in accordance with this policy which is evidence  
29 of a violation of the law or a violation of student conduct standards may be:

- 30 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It  
31 should be tagged for identification at the time it is seized and kept in a secure place by the  
32 principal or the principal's designee until it is presented at the hearing. At the discretion of the  
33 principal, the items seized may be returned to the parent or guardian of a student or, if it has no  
34 significant value, the item may be destroyed, but only with the express written permission of  
35 the director of schools.  
36
- 37 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or  
38 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement

1 official after completion of an administrative proceeding at which its presence is reasonably  
2 required.

3 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her  
4 designee may request the assistance of a law enforcement officer to:

- 5 1. Search any area of the school premises, any student or any motor vehicle on the school  
6 premises; or
- 7
- 8 2. Identify or dispose of anything found in the course of a search conducted in accordance with  
9 this policy.

10 The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect  
11 that criminal evidence is about to be uncovered.

---

#### Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#)
4. [TCA 49-6-4205\(b\)](#)
5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at \\*1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201; Tenn. Op. Att’y Gen. No. 14-21 \(February 24, 2014\)](#)

#### Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Reporting Child Abuse 6.409

# Hickman County School System

## Interrogations and Searches

6.303AP

### Use of Metal Detectors

Hickman County Schools authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action.

The Hickman County Alternative Schools use hand-held detectors for each student that enters the classrooms. This is a precautionary measure to ensure the safety of students and staff.

# Current Policy

<b>Hickman County Board of Education</b>			
	Descriptor Term:	Descriptor Code:	Issued Date:
	<b>Use of Personal Communication Devices and Electronic Devices</b>	<b>6.312</b>	<b>05/01/23</b>
		Rescinds:	Issued:
		<b>6.312</b>	<b>03/01/21</b>

- 1 Students in grades K-12 may possess personal communication devices and personal electronic devices
- 2 while on school property. Such devices include, but are not limited to, wearable technology such as
- 3 eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless
- 4 technology; cell phones; laptops; pagers; tablets; and mp3 players.
  
- 5 For students in grades K-5, the device must be in the off mode and must be kept in a backpack, pocket,
- 6 purse, or similar personal carry-all and may not be used during school hours without specific
- 7 permission from the principal/designee.
  
- 8 For students in grades 6-12, principals/designees will determine appropriate times when such devices
- 9 may be used.
  
- 10 At the direction of the teacher, and with the approval of the administration, students are encouraged to
- 11 bring personal electronic devices to school that support learning. Use of devices must be aligned with
- 12 the instruction taking place in a classroom.
  
- 13 At no time shall a student operate any device with video or picture taking capabilities in a locker room,
- 14 classroom, bathroom, or other location where such operation may violate the privacy rights of another
- 15 person. A student using a device outside these parameters shall be in violation of this policy and
- 16 subject to disciplinary action.
  
- 17 The student who possesses any such device shall assume responsibility for its use and care. At no time
- 18 shall the school be responsible for theft, loss or damage to devices that are brought on school property.

# Model Policy Option 1

## Hickman County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Use of Wireless Communication Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date:
		Rescinds:	Issued:

### 1 *General*

2 Students may possess wireless communication devices so long as such devices are turned off and stored  
3 [select option 1 "during instructional time" or option 2 "for the entirety of the school day"]. Such  
4 devices include any portable wireless device that has the capability to provide voice, messaging, or other  
5 data communication between two (2) or more parties, such as wearable technology, cell phones, laptops,  
6 tablets, and gaming devices.

7 A student may, however, be permitted to utilize a wireless communication device under the following  
8 circumstances:

- 9 1. In case of emergency;
- 10 2. When authorized by a teacher;
- 11 3. To manage the student's health, as documented in the student's individual healthcare plan;
- 12 4. When the possession or use is required by the student's individual education program, 504  
13 plan, or individual learning plan; or
- 14 5. When the device is being used by a student with a disability for the operation of assistive  
15 technology to increase, maintain, or improve the student's functional capabilities.<sup>1</sup>
- 16
- 17
- 18
- 19

### 20 **PENALTIES**

21 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be  
22 released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to  
23 disciplinary action.

### 24 **EMERGENCY COMMUNICATION PLAN**

25 In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be  
26 alerted by Skylert.<sup>1</sup>

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Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300

# Model Policy Option 2

## Hickman County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Use of Wireless Communication Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date:
		Rescinds:	Issued:

1 *General*<sup>1</sup>

2 Students are permitted to use wireless communication devices in certain limited situations. Wireless  
3 communication devices include any portable wireless device that has the capability to provide voice,  
4 messaging, or other data communication between two (2) or more parties, such as wearable technology,  
5 cell phones, tablets, and gaming devices.

6 A student may be permitted to utilize a wireless communication device under the following  
7 circumstances:

- 8 1. In case of emergency;
- 9
- 10 2. When authorized by a teacher;
- 11
- 12 3. To manage the student's health, as documented in the student's individual healthcare plan;
- 13
- 14 4. When the possession or use is required by the student's individual education program, 504  
15 plan, or individual learning plan; or
- 16
- 17 5. When the device is being used by a student with a disability for the operation of assistive  
18 technology to increase, maintain, or improve the student's functional capabilities.

19 **GRADES K-5**

20 Students may possess wireless communication devices so long as such devices are turned off and stored  
21 for the entirety of the school day unless one of the exceptions above applies.

22 **GRADES 6-12**

23 Students may possess wireless communication devices so long as such devices are turned off and stored  
24 during instructional time. During breaks throughout the school day, students may use wireless  
25 communication devices.

26 **PENALTIES**

27 Unauthorized use or improper storage of a device will result in confiscation until such time as it may be  
28 released to the student's parent(s)/guardian(s). A student in violation of this policy is subject to  
29 disciplinary action.

1 **EMERGENCY COMMUNICATION PLAN**

- 2 In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be  
3 alerted by Skylert.<sup>1</sup>

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Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300

# Hickman County Board of Education

Descriptor Term:  <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>07/08/24</b>
	Rescinds: <b>6.411</b>	Issued: <b>07/10/23</b>

1 The Hickman County Board recognizes the value of proper nutrition, physical activity, and other  
2 health conscious practices and the impact that such practices have on student academic achievement,  
3 health, and wellbeing. In order to provide an environment conducive to overall student wellness, this  
4 policy shall be followed by all schools in the Hickman County School District.<sup>1</sup>

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement CDC's Coordinated School Health approach to managing new and existing  
7 wellness-related programs and services in schools and the surrounding community based on State law  
8 and State Board of Education CSH Standards and Guidelines. The district's coordinated school health  
9 coordinator shall be responsible for overseeing compliance with State Board of Education CSH  
10 Standards and Guidelines in the school district.

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2,3</sup>**

12 An advisory council shall be established to serve as a resource to school sites for implementing  
13 policies. The council shall consist of individuals representing the school and community, including  
14 parents, students, teachers, school administrators, health professionals, school food service  
15 representatives, and members of the public. The primary responsibilities of the council include but are  
16 not limited to:

- 17 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations  
18 as to physical activity and nutrition;
- 19 2. Ensuring all schools within the district create and implement an action plan related to all  
20 School Health Index modules;
- 21 3. Ensuring results of the action plan are annually reported to the council; and,
- 22 4. Ensuring school level results include measures of progress on each indicator of the School  
23 Health Index.

24 The State Board of Education's Coordinated School Health and Physical Education Policies shall be  
25 used as guidance by the Council to make recommendations. The Hickman County School Board may  
26 consider recommendations of the Council in making policy changes or revisions.

27 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
28 and administrators.<sup>2</sup> The Team shall hold Healthy School Team meetings during the school year to  
29 assess needs and oversee planning and implementation of school health efforts.

1 The director of schools/designee will ensure compliance with the school Wellness Policy, to include an  
2 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy  
3 goals. The assessment will be made available to the public.

#### 4 **COMMITMENT TO NUTRITION**

5 All schools within the Hickman County District shall participate in and are committed to offering  
6 school meals that are consistent with the USDA child nutrition programs, which may include but not  
7 be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food  
8 Service Program, and the After School Snack Program.<sup>4,5,6</sup>

9 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given 10  
10 minutes of breakfast and 20 minutes after sitting down for lunch to enjoy healthy meals and relax in a  
11 pleasant environment. Good nutritional habits shall be encouraged. All food including vending  
12 machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-  
13 free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> Schools shall follow the State Child Nutrition  
14 Program limit on days in which non-healthy foods may be used for fundraisers.

15 It is the intent of the Hickman County School District to protect and promote student's health by  
16 permitting advertising and marketing for only those foods and beverages that are permitted to be sold  
17 on the school campus, consistent with the District's wellness policy. Food and beverage marketing is  
18 defined as advertising and other promotions in schools. Food and beverage marketing often includes an  
19 oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage  
20 product made by the producer, manufacturer, seller, or any other entity with a commercial interest in  
21 the product.

22 All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School  
23 nutrition standards including through: celebrations and parties, classroom snacks brought by parents,  
24 rewards, and incentives. School cafeterias prohibit the sale of caffeinated energy drinks.

25 The school principal/designee shall be responsible for overseeing the school district's compliance with  
26 the State Board of Education Rules and Regulations for sale of food items in the school district.<sup>2,5,6</sup>

#### 27 **DISTRICT GOALS**

28 The Hickman County District will promote healthy nutrition through various activities, including  
29 nutrition related newsletters, informational links on the district website, healthy eating posters and  
30 bulletin boards in dining areas, and informational booths at various community functions. Nutrition  
31 Education will be offered as part of a standards based program designed to provide students with the  
32 knowledge and skills needed to promote and protect their health as outlined in the State Board of  
33 Education Health Education and Lifetime Wellness Standards. District nutrition goals, and  
34 measurement of their effectiveness, are updated annually in the state Coordinated School Health  
35 report.

## 1 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**<sup>7</sup>

2 The board recognizes that physical activity is extremely important to the overall health of a child.  
3 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
4 of the school program.

5 Physical Education classes shall be offered as part of a standards based program designed to provide  
6 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
7 physical education classes shall comply with the State Board of Education's Physical Education  
8 Standards. ~~In addition to the district's physical education program, non-structured physical activity~~  
9 ~~periods shall be offered as required by law. Supervised recess/physical activity shall be offered daily to~~  
10 ~~all K-8 students.~~

11 Unstructured physical activity periods shall be offered in addition to the school district's physical  
12 education program. Elementary school students shall receive a minimum of forty (40) minutes of  
13 physical activity each full school day. Middle and high school students shall receive a minimum of  
14 ninety (90) minutes of physical activity each full school week.

15 Physical activity will be conducted outside if weather permits. The following activities shall not be  
16 considered physical activity: walking to and from class, time spent on an electronic device, and time  
17 spent in a physical education class.

18 Schools shall continue to offer after school sports and activities. Physical activity shall not be  
19 employed as a form of discipline. ~~or punishment.~~ Physical activity shall not be withheld from a student  
20 as a form of punishment.

## 21 **COMMITMENT TO CURRICULUM**<sup>3</sup>

22 All applicable courses of study should be based on State-approved curriculum standards.

## 23 **SCHOOL HEALTH INDEX**<sup>3</sup>

24 All schools within the district shall annually administer a baseline assessment on each of the  
25 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
26 Council and reported to the State Department of Education.

## 27 **COMPLIANCE**<sup>8</sup>

28 The superintendent/designee will ensure compliance with the school Wellness Policy, to include an  
29 assessment of the implementation of the Wellness Policy and the progress made in attaining policy  
30 goals.

### 31 *Recordkeeping*

32 Coordinated School Health will retain records to document compliance with the requirements of the  
33 wellness policy.

### 34 *Annual Notification of Policy*

1 Coordinated School Health will inform families and the public each year of information about the  
 2 wellness policy, including updates and implementation status. This information will be made to the  
 3 public via district website and/or district wide communications, and actively encourage their  
 4 involvement.

#### 5 *Triennial Progress Assessments*

6 Every three years, Coordinated School Health will evaluate compliance with the wellness policy to  
 7 assess the implementation of the policy and include:

- 8 • Compliance with the wellness policy
- 9 • How the wellness policy compares to the wellness policy assessment tool
- 10 • Description of the progress made in attaining the goals of the wellness policy, which are the  
 11 annual goals found in the Coordinated School Health annual report.

12 The School Health Coordinator is responsible for managing the triennial assessment. The School  
 13 Health Advisory Council and the individual schools will monitor schools' compliance with the  
 14 wellness policy. Coordinated School Health will inform families and community members of the  
 15 availability of the triennial assessment via district website and/or district-wide communications.

#### 16 *Revisions and Updating the Policy*

17 The School Health Advisory Council will update or modify the wellness policy based on the results of  
 18 the annual School Health Index and triennial assessments. The wellness policy will be assessed and  
 19 updated as indicated at least every three years, following the triennial assessment. The District will  
 20 notify the public about the content of or any updates to the wellness policy annually through the  
 21 district website and/or district-wide communications.

#### 22 *Community Involvement, Outreach, and Communications*

23 The District is committed to being responsive to community input. Hickman School District will  
 24 actively communicate with representatives of the School Health Advisory Council and others can  
 25 participate in the development, implementation, and periodic review and update of the wellness policy  
 26 through a variety of means appropriate for the district.

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#### Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR/MS 0520-01-06-.04](#)
5. [TRR/MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
8. [7 CFR § 210.31\(f\)](#)

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#### Cross References

Student Suicide Prevention 6.415

# Hickman County Board of Education

Descriptor Term: <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>08/07/23</b>
	Rescinds: <b>6.600</b>	Issued: <b>06/07/21</b>

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health  
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the  
3 student through his/her school career.<sup>1</sup>

4 The name used on the record of the student entering the school system must be the same as that shown  
5 on the birth certificate, unless evidence is presented that such name has been legally changed. If the  
6 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such  
7 student shall be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same  
9 as that shown on records from the school previously attended unless evidence is presented that such  
10 name has been legally changed as prescribed by law.

11 ~~When a student transfers to another school within the system, copies of the student's records, including~~  
12 ~~the student's disciplinary records, shall be sent to the transfer school.<sup>2</sup>~~

13 ~~When a student transfers to a school outside the system, copies of the student's records, including the~~  
14 ~~student's disciplinary records, shall be sent to the transfer school.<sup>2</sup>~~

15 When a student transfers to another school within the school district or to a school outside of the  
16 school district, copies of the student's records, including the student's disciplinary records, shall be  
17 sent to the transfer school within five (5) business days of the date on which the student's records  
18 request was received by the school.<sup>2</sup>

19 All records shall be remitted in accordance with the Family Education Rights and Privacy Act  
20 (FERPA).<sup>3</sup>

## 21 ACCESS TO STUDENT RECORDS

22 Student records shall be confidential. Authorized school officials shall have access to and permit  
23 access to student education records for legitimate educational purposes.<sup>4</sup> A "legitimate educational  
24 interest" is the official's need to know information in order to:

- 25 1. Perform required administrative tasks;
- 26 2. Perform a supervisory or instructional task directly related to the student's education;
- 27 3. Perform a service or benefit for the student or the student's family such as health care,  
28 counseling, student job placement, or student financial aid.

1 Authorized school officials may release information from or permit access to a student's education  
2 record without the parent(s) or eligible student's\* prior written consent in the following instances:

- 3 1. To comply with a judicial order or lawfully issued subpoena. The school system will make a  
4 reasonable effort to notify the student's parent(s) or the eligible student before making a  
5 disclosure;<sup>5</sup>  
6
- 7 2. If the disclosure is an item of directory information;<sup>6</sup>  
8
- 9 3. To comply with the requirements of child abuse reports to the extent known by the school  
10 officials including the name, address, and age of the child; the name and address of the person  
11 responsible for the care of the child, and the facts requiring the report;<sup>7</sup>  
12
- 13 4. When certain federal and state officials need information in order to audit or enforce legal  
14 conditions related to federally-supported education programs in the school system;<sup>8</sup>  
15
- 16 5. When the school system has entered into a contract or written agreement for an organization to  
17 conduct scientific research on the system's behalf to develop tests or improve instruction,  
18 provided that the studies are conducted in a manner which will not permit the personal  
19 identification of students and their parents by individuals other than representatives of the  
20 organization and the information will be destroyed when no longer needed for the purpose for  
21 which the study was conducted;<sup>9</sup>  
22
- 23 6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the  
24 Internal Revenue Code;<sup>10</sup>  
25
- 26 7. To accrediting organizations to carry out their accrediting functions;<sup>11</sup>  
27
- 28 8. When a student seeks or intends to enroll in another school district or a post-secondary school.  
29 Parent(s) of students or eligible students have a right to obtain copies of records transferred  
30 under this provision;<sup>12</sup>  
31
- 32 9. To financial institutions or government agencies that provide or may provide financial aid to a  
33 student in order to establish eligibility, to determine the amount of financial aid, to establish  
34 conditions for the receipt of financial aid, and to enforce financial aid agreements;<sup>13</sup>  
35
- 36 10. To make the needed disclosure in a health or safety emergency when warranted by the serious-  
37 ness of the threat to the student or other persons, when the information is necessary and needed  
38 to meet the emergency, when time is an important and limiting factor, and when the persons to  
39 whom the information is to be disclosed are qualified and in a position to deal with the  
40 emergency;<sup>14</sup>  
41
- 42 11. To the Attorney General or his designee for official purposes related to the investigation or  
43 prosecution of an act of domestic or international terrorism. An educational agency that, in  
44 good faith, produces education records in accordance with an order issued under this Act shall  
45 not be liable to any person for that production;<sup>15</sup>  
46

- 1 12. To any agency caseworker or other representative of a state or local child welfare agency or  
2 tribal organization authorized to access the student's educational records when such agencies or  
3 organizations are legally responsible for the care and protection of the student;<sup>16</sup>

4 Authorized school officials may release information from a student's education record if the student's  
5 parent(s) or the eligible student gives written consent for the disclosure. The written consent must  
6 include:<sup>17</sup>

- 7 1. A specification of the records to be released;  
8  
9 2. The reasons for the disclosure;  
10  
11 3. The person, organization, or class of persons or organizations to whom the disclosure is to be  
12 made;  
13  
14 4. The signature of the parent(s) or eligible student;  
15  
16 5. The date of the consent and, if appropriate, a date when the consent is to be terminated. The  
17 student's parent(s) or the eligible student\* may obtain a copy of any records disclosed under  
18 this provision.

19 The school system will maintain an accurate record of all requests to disclose information from or to  
20 permit access to a student's education records. The system will maintain an accurate record of  
21 information it discloses and access it permits. The system will maintain this record as long as it  
22 maintains the student's education record.<sup>18</sup>

23 The record will include at least:<sup>18</sup>

- 24 1. The name of the person or agency that makes the request;  
25  
26 2. The interest the person or agency has in the information;  
27  
28 3. The date the person or agency makes the request; and  
29  
30 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is  
31 made.

32 \* *The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary*  
33 *school, at which time all of the above rights become the student's right.*

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**Legal References**

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1); [Public Acts of 2025, Chapter No. 156](#)
3. TCA 49-1-701, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

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**Cross References**

School District Records 1.407  
Promotion and Retention 4.603  
Testing Programs 4.700  
Attendance 6.200  
Withdrawals 6.207  
Child Custody/Parental Access 6.209  
Bus Safety and Conduct 6.308  
Corporal Punishment 6.314  
Disciplinary Hearing Authority 6.317  
Admission of Suspended/Expelled Students 6.318  
AIDS 6.404

# Hickman County Board of Education

Descriptor Term:

**Care of School Property**

Descriptor Code:

**6.311**

Issued Date:

**05/01/23**

Rescinds:

**6.311**

Issued:

**03/01/21**

1 Students shall help maintain the school environment, preserve school property and exercise care while  
2 using school facilities.

3 All district employees shall report all damage or loss of school property to the principal or designee  
4 immediately after such damage or loss is discovered. The principal or designee shall make a full and  
5 complete investigation of any instance of damage or loss of school property. The investigation shall be  
6 carried out in cooperation with law enforcement officials when appropriate.

7 School property is defined as buildings, buses, books, equipment, records, instructional materials or any  
8 other item under the jurisdiction of the Board.

9 When the person causing damage or loss has been identified and the costs of repair or replacement have  
10 been determined, the director of schools shall take steps to recover these costs. This may include  
11 recommending the filing of a civil complaint in court to recover damages. If the responsible person is a  
12 minor, recovery will be sought from the minor's parent or guardian.<sup>1</sup>

13 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible  
14 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's  
15 parent/guardian has paid for the damages.<sup>2</sup> When the minor and parent are unable to pay for the damages,  
16 the district shall provide a program of voluntary work for the minor. Upon completion of the work, the  
17 student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if  
18 the student is not at fault.

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#### Legal References

1. TCA 37-10-101
2. TRR/MS 0520-01-03-.03(13)

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#### Cross References

Visitors to the School 1.501  
Security 3.205  
Student Fees and Fines 6.709

# Hickman County Board of Education

Descriptor Term: <b>Code of Behavior and Discipline Procedures</b>	Descriptor Code: <b>6.313</b>	Issued Date: <b>08/05/24</b>
	Rescinds: <b>6.313</b>	Issued: <b>08/07/23</b>

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.<sup>1</sup> Codes of conduct for students in pre-  
5 kindergarten or kindergarten shall utilize alternative disciplinary practices such as RTI<sup>2</sup> (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.<sup>2</sup> 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.<sup>3</sup>

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.<sup>4</sup> 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:<sup>5</sup>

- 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, RTI<sup>2</sup>B (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 environment<sup>6</sup> 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 department grades  
 31          Strict supervised study  
 32          Detention  
 33          Corporal punishment  
 34          In-school suspension  
 35          Out-of-school suspension  
 36          Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction  
 37          and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,  
 38          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.**

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

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

**10           *Disciplinary Procedures:***

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

**19           *Disciplinary Options:***

- 20           Teacher/schedule change
- 21           Modified probation
- 22           Behavior modification
- 23           Social probation
- 24           Peer counseling
- 25           Referral to outside agency
- 26           In-school suspension
- 27           Transfer
- 28           Detention
- 29           Suspension from school-sponsored activities or from riding school bus
- 30           Corporal punishment
- 31           Restricting school related honors student is otherwise due
- 32           Out-of-school suspension not to exceed ten (10) days.
- 33           Referral to law enforcement.

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).

4  
5 For use of tobacco, vaping or e-cigarettes- 1<sup>st</sup> offense 2 days ISS(in-school suspension), 2<sup>nd</sup>  
6 offense-3 days ISS (in-school suspension), 3<sup>rd</sup> offense- 5 days ISS (in-school suspension), 4<sup>th</sup> or  
7 more offenses: Suspension in addition to the foregoing, when a student is found to be in  
8 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.**

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

9 Continuation of unmodified Level I and II behaviors

10 Fighting

11 Vandalism (minor) Less than \$500.00

12 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes

13 Alcohol-possessing, acquiring, attempting to acquire, consuming, being under the influence of,  
14 selling or attempting to see, distributing or transmitting alcoholic beverages.

15 Stealing

16 Threats to others-A threat communicated verbally or demonstratively to inflict physical or other  
17 harm on any school employee, any other person acting in an official capacity on behalf of the  
18 school, or any other student. To be a violation of this rule, the threat must be one which would  
19 cause a person to reasonably fear imminent bodily injury or well-being.

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

21 Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-  
22 Bullying, and/or Hazing- hazing is any intentional or reckless act, on or off school property, by  
23 a student, that endangers the mental or physical health or safety of that student, or that induces  
24 or coerces a student to endanger such student's mental or physical health or safety.

#### *Disciplinary Procedures:*

26 Students are referred to the principal for appropriate disciplinary action.

27 Principal meets with the student and teacher.

28 Notify the parent or guardian of the student.

29 Principal hears the accusation by the accusing party and permits the offender the opportunity of  
30 explaining conduct.

31 Principal takes appropriate disciplinary action.

32 Principal may refer the incident to the director of schools and make recommendations for  
33 consequences.

34 If a student's program is to be changed, adequate notice shall be given to the student and his/her  
35 parents of the charges against him, his/her right to appear at a hearing and to be represented by  
36 a person of his/her choosing.  
37

- 1 Disciplinary action can be appealed to the SDHA (Student Discipline Hearing Authority) under  
 2 board policy guidelines.  
 3 Record of offense and disciplinary action maintained by principal or director of schools.
- 4 ***Disciplinary Options:***
- 5 In-school suspension  
 6 Alternative School  
 7 Detention  
 8 Corporal punishment  
 9 Restitution from loss, damage or stolen property  
 10 Out-of-school suspension not to exceed ten (10) days  
 11 Social adjustment classes  
 12 Transfer  
 13 Referral to law enforcement  
 14 Expulsion  
 15 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction  
 16 and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,  
 17 ACEs (Adverse Childhood Experiences).  
 18 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.**

- 19 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 20 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 21 death to another person.<sup>7</sup>

22 ***Examples (not an exclusive listing):***<sup>8</sup>

- 23 Unmodified Level I, II and III behaviors  
 24 Death threat (hit list)  
 25 Bomb threat  
 26 Extortion  
 27 Possession/use/transfer of dangerous weapons (as defined below)\*  
 28 Bringing a firearm to school or being in possession of a firearm at school or knowingly  
 29 possessing, handling, transmitting, or using a weapon, or knowingly possessing an object with  
 30 the intent of going armed, or use of any object in a threatening or assaultive manner. Weapons  
 31 include, but are not limited to, firearms, BB guns, pellet guns, ammunition, explosives, knives  
 32 with blades of 2 1/2 inches or more in length, switchblades, razorblades, box cutters, bowie  
 33 knife, hawk bill knife, or other like instruments utilizing a razor blade and ice picks, daggers,  
 34 slingshots, leaded canes, blackjacks and knuckles.

1  
2 Other Weapon Offenses: A student shall not knowingly possess, handle, or transmit oleoresin  
3 capsicum (pepper spray), a knife with blade less than 2 ½ inches in length or a weapon replica.  
4 An exception applies to weapon replicas when school authorities specifically authorize the use  
5 of weapon replicas in instances such as the color guard, a prop in a school play, and the like.

6  
7 Threat of mass violence on school property or at a school-related activity\*

8 Assault

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

11 Aggravated assault\*

12 Electronic Threats as defined in 6.309\*

13 Vandalism (excess of \$500)

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

15 Arson

16 Use/transfer of unauthorized substances

17 Possession of unauthorized substances ( as defined below)\*

18 Drugs- unlawfully possessing, acquiring, attempting

19 to acquire, using, being under the influence of, selling or attempting to sell, distributing or  
20 transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants,  
21 or any other controlled substance.

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

27  
28 Representation of any Substance as an Illegal Drug or Controlled Substance Possessing,  
29 Acquiring, attempting to acquire, using (whether by inhalation, ingestion or injection), being  
30 under the influence of, selling or attempting to sell, distributing or transmitting  
31 any designer, synthetic or counterfeit drug, any illegal performance enhancing drug, any  
32 substance that causes impairment, any substance which is inappropriately used to alter  
33 the mind, mood or behavior, or any other substance used as a drug. This Disciplinary Offense  
34 covers anything used as a drug not covered in the Drugs section of the Zero-Tolerance  
35 Offenses.

36  
37 Harassment /Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)

38 ***Disciplinary Procedures:***

39 Law enforcement officials and the Director of Schools are immediately contacted, if  
40 applicable.<sup>9</sup>

41 Principal confers with appropriate staff members and with the student.

42 Principal hears the accusation by the accusing party and permits the offender an opportunity of  
43 explaining conduct.

44 Parents are notified.

45 Law enforcement officials are contacted.

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

1 Complete and accurate reports are submitted to the director of schools.  
2 Students can appeal the disciplinary action to the SDHA (Student Discipline Hearing  
3 Authority) under the board policy guidelines.

#### 4 *Disciplinary Options*

5 Expulsion  
6 Alternative schools  
7 Other hearing authority or Board action which results in appropriate placement  
8 \* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification  
9 by the director of schools on a case-by-case basis.  
10 Trauma-informed discipline practices: restorative practices, RTI<sup>2</sup>B (Response to Instruction  
11 and Intervention for Behavior), multi-tiered system of supports, behavior intervention plans,  
12 ACEs (Adverse Childhood Experiences).

#### 13 **ADDITIONAL GUIDELINES:**

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

29 \* Zero tolerance offenses

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34  
35 **Special Education Procedure:** The discipline of special education students is governed by federal and  
36 state laws. If an offense is committed by a special education student, the federal laws may or may not  
37 permit punishment as set forth above. In addition, special and different procedures must be followed  
38 when an offense is committed by a special education student.

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

4 **Safe Harbor Provision:**

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

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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](#)

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Cross References

Security 3.205  
 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: <b>Corporal Punishment</b>	Descriptor Code: <b>6.314</b>	Issued Date: <b>08/07/23</b>
	Rescinds: <b>6.314</b>	Issued: <b>05/01/23</b>

- 1 1. The principal or assistant principal may use corporal punishment in a reasonable manner against  
2 a student for good cause in order to maintain discipline and order within the public schools in  
3 accordance with the following guidelines:<sup>1</sup> Corporal punishment shall be administered only after  
4 other less stringent measures have failed or if the conduct of a student is of such nature that  
5 corporal punishment is the only reasonable form of punishment under the circumstances; Prior  
6 to administering the punishment, the student's teacher or principal shall document that he/she  
7 has:
  - 8 a. Acted to address the student's behavior;
  - 9 b. Provided consequences to the student to address the behavior;
  - 10 c. Consulted with the student's parent/guardian; and
  - 11 d. Considered the need to conduct an evaluation to determine whether the student has a  
12 disability per federal law.<sup>2</sup>
- 13 2. The instrument to be used shall be approved by the principal;
- 14 3. Corporal punishment shall be administered in the presence of another professional employee;
- 15 4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,  
16 the apparent motive and disposition of the student, and the influence of the student's example  
17 and conduct on others;
- 18 5. Corporal punishment shall only be administered when the school has received written parental  
19 permission and followed procedures for the appropriate grade band.  
20  
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22  
23

## 24 **GRADES K – 8:**

25 Parents of students that persist in violating the school rules and discipline policy in grades K-4 may  
26 request corporal punishment for their child. The principal or assistant principal will use corporal  
27 punishment only if the parents have signed a permission form. The principal or assistant principal will  
28 use customary discretion in the administration of the corporal punishment, but no student should receive  
29 more than three (3) licks on any given day. Consideration shall be given to the age, size, emotional  
30 condition, and physical condition of the child.

**1 GRADES 9 – 12:**

2 No corporal punishment will be administered to a student in grades 9-12. Alternative forms of  
3 punishment/suspension will be provided.

**4 STUDENTS WITH DISABILITIES**

5 If a student has a disability, corporal punishment shall be administered only when the school has received  
6 written parental permission. The parental permission must include the type of corporal punishment that  
7 is allowed and the circumstances under which it is permitted. This information will be kept on file at the  
8 school. It may be revoked at any time. The principal shall notify the parent(s)/guardian(s) any time  
9 corporal punishment is used.

10 A disciplinary record shall be maintained and shall contain the name of the student, the type of  
11 misconduct, the type of corporal punishment administered, the name of the person administering the  
12 punishment, the name of the witness present, and the date and time of the punishment.

13 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or  
14 students, whichever is appropriate.

15 The Director of Schools shall develop administrative procedures to implement this policy, including  
16 applicable recordkeeping and reporting requirements.

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**Legal References**

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402
2. 20 USCA § 1400 et. seq.; Public Acts of 2023,  
Chapter No. 275

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**Cross References**

Code of Behavior and Discipline 6.300  
Student Records 6.600

# Hickman County School System

## Corporal Punishment

6.314AP

### Corporal Punishment

School administrators will follow the procedures in Board Policy 6.314.

Corporal punishment will only be administered if a parent has signed a parent permission form.

Corporal punishment will be administered in the presence of another professional employee.

The request to use corporal punishment shall be reported to the Deputy Director for recordkeeping and reporting.

# Hickman County Board of Education

	Descriptor Term: <b>Detention</b>	Descriptor Code: <b>6.315</b>	Issued Date: <b>05/01/23</b>
		Rescinds: <b>6.315</b>	Issued: <b>03/01/21</b>

- 1 Students may be detained before or after the school day as a means of disciplinary action.
- 2 The following guidelines shall be followed:
- 3 1. The student will be given at least one (1) day of notice before detention;
  - 4
  - 5 2. Parents will be informed before detention takes place;
  - 6
  - 7 3. Students in detention will be under the supervision of certified staff members;
  - 8
  - 9 4. Detention will not exceed one (1) hour after the official closing of the school day for students up
  - 10 to the fourth (4th) grade and two hours for students in grades 5-12, but may be administered
  - 11 several days in succession; and
  - 12
  - 13 5. Teachers must have the approval of the principal before detaining a student.

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Cross References

Code of Conduct 6.300

# Hickman County Board of Education

Descriptor Term: <b>Suspension</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>08/05/24</b>
	Rescinds: <b>6.316</b>	Issued: <b>05/01/23</b>

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:<sup>1</sup>

- 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;<sup>2</sup>
- 19 8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;<sup>3</sup>
- 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;<sup>4</sup>
- 23 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 24 12. Assault against a school employee as defined in state law;<sup>6</sup>

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- 1 13. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly  
2 explosive or destructive device including chemical weapons on school property or at a school  
3 sponsored event, or an invalid threat of mass violence;<sup>5</sup>  
4
- 5 14. One (1) or more students initiating a physical attack on an individual student on school  
6 property or at a school activity, including travel to and from school;  
7
- 8 15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to  
9 persons or property or disrupts the educational process; and  
10
- 11 16. Any other conduct prejudicial to good order or discipline in any school.

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

14 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-  
15 defense under a reasonable belief that the student, or another to whom the student was coming to the  
16 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,  
17 the student may not face any disciplinary action.<sup>7</sup>

#### 18 **IN-SCHOOL SUSPENSION:<sup>9</sup>**

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

#### 27 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:**

- 28 1. Unless the student's continued presence in the school, class or school-related activity presents  
29 an immediate danger to the student or other persons or property, no principal shall suspend any  
30 student until that student has been advised of the nature of his/her misconduct, questioned  
31 about it, and allowed to give an explanation.  
32
- 33 2. Upon suspension of any student (in-school suspension in excess of one (1) day), the principal  
34 shall make an immediate attempt to contact the parent or guardian to inform them of the  
35 suspension. The student shall not be sent home before the end of the school day unless the  
36 parent or guardian has been contacted.  
37
- 38 3. The principal shall notify the parent or guardian and the director of schools or designee in  
39 writing:
  - 40 a. Of the suspension and the cause for it; and
  - 41 b. A request for a meeting with the parent or guardian, student and principal, to be held as  
42 soon as possible, but no later than five (5) days following the suspension.

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4. . Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.<sup>10</sup>
  5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension for more than ten (10) days, he/she may suspend the student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable.
  6. The principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision to suspend for more than ten (10) days.<sup>11</sup> The notice shall include a statement that, unless the student's parent or guardian requests an open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.
  7. The appeal from this decision shall be to disciplinary hearing authority appointed by the Board. If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.
  8. If the suspension occurs during the last ten (10) days of any term or semester, the student shall be permitted to take such final examinations or submit such required work as necessary to complete the course of instruction for that semester, subject to conditions prescribed by the principal.<sup>8</sup>

## 29 SCHOOL-SPONSORED EVENTS<sup>6</sup>

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

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### 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](#)

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### 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

- 5) [Public Acts of 2024, Chapter No. 882](#)
  - 6) [Public Acts of 2024, Chapter No. 915; TCA 39-13-101](#)
  - 7) [TCA 49-6-3401\(i\)](#)
  - 8) [TCA 49-6-3401\(d\)](#)
  - 9) [TCA 49-6-3401\(b\)](#)
  - 10) [TCA 49-6-3401\(c\)\(3\)](#)
  - 11) [TCA 49-6-3401\(a\)-\(c\); Goss v. Lopez, 419 U.S. 565 \(1975\); 20 USCA § 1415](#)
- Drug-Free Schools 6.307  
Bus Safety and Conduct 6.308  
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:  <b>Student Disciplinary Hearing Authority</b>	Descriptor Code: <b>6.317</b>	Issued Date: <b>05/01/23</b>
		Rescinds: <b>6.317</b>	Issued: <b>03/01/21</b>

1 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended  
2 for more than ten (10) school days. <sup>1</sup> The Board shall appoint members to the DHA which shall consist  
3 of three (3) members, (maximum number must not exceed total membership of Board) at least one (1)  
4 of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms  
5 and subject to reappointment. Board members shall not serve on the DHA.

6 The director of schools shall appoint a chairman of the DHA from the members appointed by the Board.  
7 The chairman shall perform the following duties:

- 8 1. Set the time, place and date for each hearing;
- 9 2. Maintain order and structure during each hearing; and
- 10 3. Prepare, sign, and disseminate the minutes of each meeting.

11 Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide  
12 written notification to the parent or guardian of the student, the student, and any other appropriate person  
13 of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the  
14 beginning of the suspension.<sup>1</sup>

15 The DHA may take the following disciplinary actions: <sup>2</sup>

- 16 1. Affirm the decision of the school principal;
- 17 2. Order removal of the suspension unconditionally;
- 18 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 19 4. Assign the student to alternative program; or
- 20 5. Suspend the student for a specified period of time.\*

21 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or assistant  
22 principal may request a review by the Board, and the Board shall review the record. Following the  
23 review, the Board may grant or deny the request for a hearing or affirm or overturn the decision of the  
24 DHA with or without a hearing. The Board shall not impose a more severe penalty than that imposed  
25 by the DHA without first providing an opportunity for a hearing before the Board. <sup>3</sup>

- 1 The notice of the hearing shall include a statement that, unless the student's parent or guardian requests  
2 an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to the  
3 public. <sup>3</sup>
- 4 \* Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or  
5 assignment to alternative placement for a calendar year unless modified by the director of schools.

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Legal References

1. TCA 49-6-3401(c)(4)(A)
2. TCA 49-6-3401(c) (5)
3. TCA 49-6-3401(c)(6)

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Cross References

- Procedural Due Process 6.302  
Suspension/Expulsion/Remand 6.316

# Hickman County School System

**Disciplinary Hearing Authority**

**6.317AP**

## Discipline Hearing Authority

A Student Discipline Hearing Authority (SDHA) shall conduct appeals for students who have been suspended for more than ten (10) school days.

All appeals shall be filed, orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school system if requested by the student.

Upon receiving notification of the request to appeal the suspension decision, the SDHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days after the beginning of the suspension.

The student or principal may, within five (5) days of the decision, request review by the board of education; provided, that local school board policy may require an appeal to the director of schools prior to a request for review to the Board.

# Hickman County School System

**Disciplinary Hearing Authority**

**6.317AP**

Notice of Right to Appeal Decision of Student  
Discipline Hearing Authority

I understand that the decision of the Student Discipline Hearing Authority (SDHA) may be appealed in accordance with Tennessee Code Annotated 49-603401(c)(6). I understand that the appeal must be made to the Director of Schools within five (5) days of the SDHA decision. This appeal should be made in writing to:

John Mullins  
Director of Schools  
Hickman County Board of Education  
115 Murphree Avenue  
Centerville, TN 37033  
(931) 729-3391, ext. 0

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Hickman County School System

**Disciplinary Hearing Authority**

**6.317AP**

Hickman County Schools  
Student Discipline Hearing Authority  
Employee Referral Form

Date of Referral to SDHA \_\_\_\_\_

Student Name \_\_\_\_\_

School \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Infraction \_\_\_\_\_

Alleged Violations: \_\_\_\_\_

Hickman County Code of Behavior and Discipline: \_\_\_\_\_  
(specify policy)

Tennessee Code Annotated:

(if applicable provide citation)

Does the student receive special education services? Yes No

If yes, has a manifestation determination been conducted? Yes No

Date of manifestation determination: \_\_\_\_\_

Disciplinary measures administered to date: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Employee requesting SDHA hearing Print Name

# Hickman County Board of Education

	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>08/05/24</b>
		Rescinds: <b>6.318</b>	Issued: <b>05/01/23</b>

- 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.<sup>1</sup> 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.<sup>2</sup>

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#### Legal References

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

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#### Cross References

School Admissions 6.203  
Student Records 6.600

<b>Hickman County Board of Education</b>			
	Descriptor Term: <b>Alternative Education</b>	Descriptor Code: <b>6.319</b>	Issued Date: <b>12/04/23</b>
		Rescinds: <b>6.319</b>	Issued: <b>08/07/23</b>

1 *General<sup>1</sup>*

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

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

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

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

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

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

27 **ASSIGNMENT<sup>3</sup>**

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

- 30 1. A zero tolerance offense;<sup>4</sup> or
- 31 2. An offense of violence or threatened violence, or an offense that threatened the safety of  
 32 other students at the school if the location of the alternative school or program is on the

1 same grounds as the school from which the student was disciplined or assigning the student  
2 to that location would endanger the safety of the students or staff.<sup>5</sup>

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

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

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

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

#### 16 **REMOVAL<sup>8</sup>**

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

- 18 1. He/she violates the rules of the alternative school or program; or
- 19 2. He/she is not benefitting from the assignment and all interventions have been exhausted  
20 unsuccessfully.

#### 21 **ADDITIONAL OFFENSES<sup>9</sup>**

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

#### 25 **TRANSITION PLANS<sup>10</sup>**

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

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**Legal References**

1. TCA 49-6-3402; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. TCA 49-6-3402(c)(1)(C); Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(B)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

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**Cross References**

Special Education 4.202  
Virtual Education Program 4.212  
Suspension 6.316  
Student Disciplinary Hearing Authority 6.317  
Special Education Students 6.500



# **Hickman County Director of Schools Evaluation Results**

**Doug Lane, Chairman  
Sherri Baker  
Tabitha Cude  
Jane Herron  
Tim Hobbs  
Christy Mays  
Pippa Taylor**

**June 2025**

2025 Hickman County Director of Schools Results		
Evaluation Numbers	Board Observational Data	Rating Out of 5
	<b>A. Board Relationships</b>	
1	Seeks and accepts constructive criticism of work from the Board.	3.86
2	Maintains/improves relations with the Board by consistent and appropriate interpersonal and professional interactions.	4.29
3	Keeps all Board members informed on issues, needs and operation of the school system, including employment, promotion, and dismissal of personnel.	4.00
4	Interprets and executes the intent of Board policy through the development of administrative procedures.	4.00
	<b>Average</b>	<b>4.04</b>
	<b>B. District Staff and Personal Relationships</b>	
1	Leverages administrators' strengths to engage all students in meaningful, relevant learning opportunities while ensuring employees are accountable for job responsibilities.	3.67
2	Knowledgeable about the curriculum and establishes clear expectations for administrators.	4.00
3	Develops good staff morale, is accessible to administrators, and interacts effectively with district employees.	3.83
4	Supports professional learning activities for teachers and administrators.	4.17
5	Recognizes and celebrates improved school and student performance related to Board vision and goals.	4.50
6	Uses administrator evaluation data to inform, assess, and adjust professional learning, goals, and plans.	4.17
7	Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth, and professional development.	3.83
8	Ensures professional learning opportunities align with the Tennessee Standards for Professional Learning and models learning for staff.	4.17
9	Offers professional development that is focused on student learning consistent with the school district's vision, mission, and goals.	4.50
	<b>Average</b>	<b>4.09</b>
	<b>C. Community Relationships</b>	
1	Identifies multiple points of view for problem solving situations and involves stakeholders in decisions affecting the district.	3.33
2	Strategically utilizes community resources and established partnerships to support the Board's vision, mission, and goals.	3.83
	<b>Average</b>	<b>3.58</b>

2025 Hickman County Director of Schools Results		
	<b>D. Strategic Planning</b>	
1	Initiates communication and facilitates cooperation and collaboration among staff regarding the district's five-year strategic plan, curriculum, and program initiatives.	3.17
2	Keeps the Board and community informed of progress towards long-range goals.	3.67
3	Ensures the vision shapes the educational programs, plans, and activities of the district.	3.83
4	Uses assessment data related to student learning to effectuate the Board's five-year strategic plan.	4.17
	<b>Average</b>	<b>3.71</b>
	<b>E. District Management and Operations</b>	
1	Ensures operational plans and procedures to achieve the vision, mission, and goals are in place.	3.83
2	Identifies, confronts, and resolves problems in a timely manner.	4.17
3	Recognizes, studies, and applies emerging trends as appropriate.	3.83
4	Uses effective communication skills.	4.00
	<b>Average</b>	<b>3.96</b>
	<b>F. Facilities</b>	
1	Fosters a safe, respectful, and orderly learning environment for all.	4.17
2	Demonstrates knowledge of school facilities and develops a process that builds public support for facility needs, including capital improvements.	4.33
3	Ensures the maintenance of school property and the safety of personnel and property.	4.17
	<b>Average</b>	<b>4.22</b>
	<b>G. Finance</b>	
1	Establishes, communicates, and enforces standard operating procedures and routines aligned with Board policy, state law, and federal requirements.	4.33
2	Provides accurate and timely reports to the Board on the financial condition of the school system.	4.50
3	Demonstrates budget management including financial forecasting, planning, cashflow management, account auditing, and monitoring and oversees the district's fiduciary responsibilities.	4.50
4	Meets and works collaboratively with the Board and appropriate staff to determine budget priorities and the effective allocation of resources.	4.50
	<b>Average</b>	<b>4.46</b>

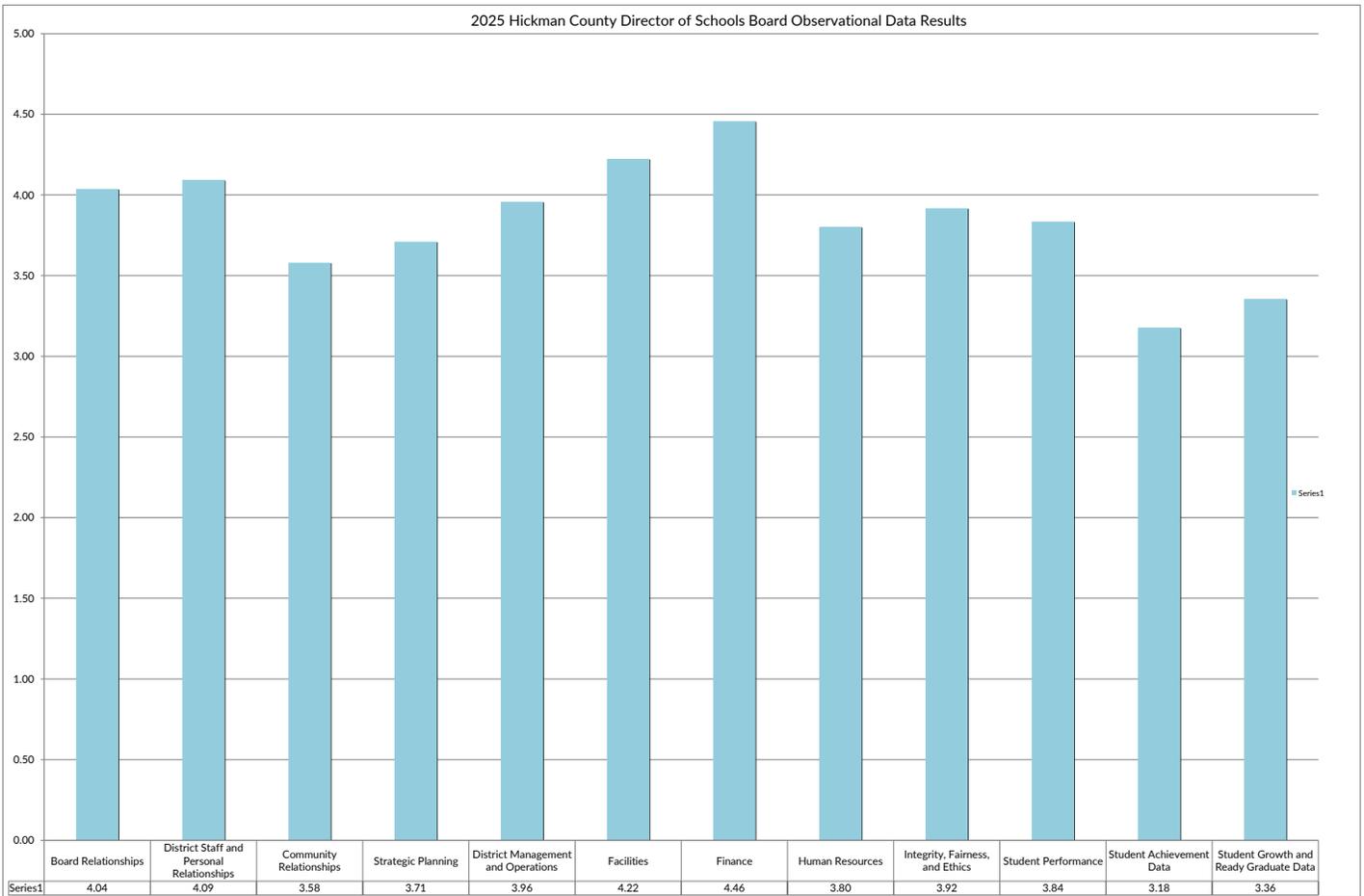
2025 Hickman County Director of Schools Results		
	<b>H. Human Resources</b>	
1	Collaborates with administrators to induct, support, retain, and grow effective educators based on evidence of student outcomes.	3.67
2	Develops good staff morale and loyalty to the school system.	3.50
3	Provides shared leadership and decision-making opportunities for staff that promotes a climate of collaboration and collegiality.	3.50
4	Identifies and applies appropriate policies, criteria and processes for the recruitment, selection, induction, compensation, and separation of personnel.	4.17
5	Evaluates the organizational structure of the district and reorganizes as necessary to achieve maximum effectiveness.	4.17
	<b>Average</b>	<b>3.80</b>
	<b>I. Integrity, Fairness, and Ethics</b>	
1	Includes a varied set of administrators, educators, and stakeholders in district and school improvement decisions.	3.67
2	Models and communicates expectations for individual and shared ownership of student, educator, school, and district success.	4.00
3	Expects and emphasizes that all staff demonstrate integrity and exercise ethical behavior throughout the district.	3.67
4	Treats people fairly, equally, and with dignity and respect.	4.33
	<b>Average</b>	<b>3.92</b>
	<b>J. Student Performance</b>	
1	Collaborates with administrators to analyze and use multiple forms of data throughout the year to establish specific goals and strategies targeting student achievement and growth.	4.17
2	Develops, monitors, and assesses district and school improvement plans, including the regular review and analysis of district test scores by school and sub-groups.	4.17
3	Leads administrators to develop and execute interventions that address all student learning needs based on multiple sources of data.	3.50
4	Applies and communicates qualitative and quantitative findings to identify strengths and weaknesses in programs and practices in order to ensure continuous improvement.	3.83
5	Meets with principals regularly to provide feedback on goal achievement and to assess ongoing school improvement efforts.	3.67
6	Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcomes.	3.67
	<b>Average</b>	<b>3.84</b>

2025 Hickman County Director of Schools Results		
	<b>K. Student Achievement Data</b>	
1	Grades 3-5 Overall Achievement Rate.	3.40
2	Grades 6-8 Overall Achievement Rate.	3.20
3	Grades 9-12 Overall Achievement Rate.	3.20
4	Grades 3-5 Student Sub-Group Overall Achievement Rate.	3.20
5	Grades 6-8 Student Sub-Group Overall Achievement Rate.	3.00
6	Grades 9-12 Student Sub-Group Overall Achievement Rate.	3.00
7	Grades 3-5 ELA Achievement Rate.	3.00
8	Grades 6-8 ELA Achievement Rate.	2.80
9	Grades 9-12 ELA Achievement Rate.	3.00
10	Grades 3-5 Math Achievement Rate.	3.20
11	Grades 6-8 Math Achievement Rate.	3.00
12	Grades 9-12 Math Achievement Rate.	3.20
13	Grades 3-5 Science Achievement Rate.	3.40
14	Grades 6-8 Science Achievement Rate.	3.40
15	Grades 9-12 Science Achievement Rate.	3.40
16	Grades 3-5 Social Studies Achievement Rate.	3.40
17	Grades 6-8 Social Studies Achievement Rate.	3.20
18	Grades 9-12 Social Studies Achievement Rate.	3.20
	<b>Average</b>	<b>3.18</b>

2025 Hickman County Director of Schools Results		
	<b>L. Student Growth and Ready Graduate Data</b>	
19	Overall District Growth grades 3-5.	<b>3.00</b>
20	Overall District Growth grades 6-8.	<b>3.40</b>
21	Overall District Growth grades 9-12.	<b>3.60</b>
22	Growth Composite by student super sub-group grades 3-5.	<b>2.80</b>
23	Growth Composite by student super sub-group grades 6-8.	<b>3.40</b>
24	Growth Composite by student super sub-group grades 9-12.	<b>3.20</b>
25	Ready Graduate rate.	<b>3.60</b>
26	District Graduation rate.	<b>3.80</b>
27	Average Composite ACT scores.	<b>3.40</b>
	<b>Average</b>	<b>3.36</b>
	<b>Board Observational Data Average:</b>	<b>3.85</b>

## 2025 Hickman County Director of Schools Evaluation Results

Board Observational Data	Average
Board Relationships	4.04
District Staff and Personal Relationships	4.09
Community Relationships	3.58
Strategic Planning	3.71
District Management and Operations	3.96
Facilities	4.22
Finance	4.46
Human Resources	3.80
Integrity, Fairness, and Ethics	3.92
Student Performance	3.84
Student Achievement Data	3.18
Student Growth and Ready Graduate Data	3.36
<b>AVERAGE:</b>	<b>3.85</b>



### Additional Comments

- The Director of Schools is doing an amazing job. He is creating opportunities for students with CTE and improving our schools letter grades by using data.

**Project: Hickman County High School Consumer Science Classroom Renovation**

**6/26/2025**

Contractor	Bid Form	Bid Env	Bid Bond	Req. Forms		Base Bid	Alternate One	Alternate Two	Subcontractors
				CI	CC/SC				
Fellowship Construction	✓	✓	✓	✓	✓	\$ 171,828.00	\$6,804.00	\$7,590.00	M - N/A P - N/A E - N/A Masonry - N/A Roofing - N/A
Fred Neil Co.									M P E Masonry Roofing
NO BID									
Holt Construction Group									M P E Masonry Roofing
NO BID									
Hughes Construction Group	✓	✓	✓	✓	✓	\$125,910.00	\$5,615.00	\$10,087.00	M - N/A P - N/A E - N/A Masonry - N/A Roofing - N/A

# Hickman County Board of Education

Descriptor Term: <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date: <b>05/05/25</b>
	Rescinds: <b>6.208</b>	Issued: <b>03/06/23</b>

The following procedure will be observed with regard to dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent. Elementary students will be permitted to leave school prior to regular dismissal time only in the company of a parent, legal guardian, school employee, police officer, court officer, or a person designated in writing by the parent(s).
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must send a written request for dismissal or call for the student in person.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
  - (a) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
  - (b) The person seeking custody gives the school official reasonable advance notice of his/her intent to take custody of the child at school.
6. No student will be allowed to leave campus during lunch.
7. High school students may be released for jobs and approved training at centers outside their home schools under regulations approved by the Board.<sup>2</sup>

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#### Legal References

1. TRR/MS 0520-01-03-.03(9); State Board of Education Policy 2.103(IV)

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Hickman Co. Scarlet Regiment Sponsors

Proposed fundraising activities: Car Wash / Yard Sale

O'Reilly's / Grassy area in front of Save A Lot  
July 19, 2024 9AM to 1PM

Purposed Uses of funds raised  
Assist w/ Band camp and everyday function  
of HCMs and HCHS Band.

Expected student involvement (school-wide or specific school organization) Students  
would wash vehicles and participate in donating  
items for yard sale along with working day of  
yard sale.

Method by which school will receive profit HCHSRS would receive  
profit of any cars washed or sales at  
yard sale.

Requested by Sharon E. Hinson / Resident Date 05/16/2025  
Name/Title

Approved by Anna S. Shupp Date 5-20-25  
Principal 5-20-25

Approved by John Mullens Date 5-21-25  
Director of Schools\*

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

# PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cheer leader

Account Number 614

Proposed fundraising activities: Kisps, Kreme, Donut sale

Purposed Uses of funds raised: Camp & cheer leader expenses

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

Method by which school will receive profit: Cheer & cheer

Requested by: [Signature]  
Name/Title \_\_\_\_\_ Date 6/3/25

Acknowledge by: [Signature]  
Bookkeeper \_\_\_\_\_ Date 6/3/25

Approved by: [Signature]  
Principal \_\_\_\_\_ Date 6/3/25

Approved by: [Signature]  
Director of Schools\* \_\_\_\_\_ Date 6-03-25

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

## PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Girls Basketball

Proposed Fundraising Activities: Free Throw - A - Thon

Proposed Uses of Funds Raised: Basketball needs  
for the girls team.

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

Girls Basketball team.

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

Requested by (Name/Title): Elizabeth Looney Date: 5/23/25

Approved by (Principal): <sup>Coach</sup> [Signature] Date: 5-23-25

Approved by (Director of Schools): [Signature] Date: 5-23-25

## PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Girls Basketball

Proposed Fundraising Activities: Duck Derby

Proposed Uses of Funds Raised: Basketball needs  
for the girls team.

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

Girls basketball team.

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

Requested by (Name/Title): Elizabeth Looney Date: 5/23/25

Approved by (Principal): Jana Wilcox <sup>Coach</sup> Date: 5-23-25

Approved by (Director of Schools): John Mullins Date: 5-03-25

## PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Girls Basketball

Proposed Fundraising Activities: Sponsorship Fundraiser

Proposed Uses of Funds Raised: Basketball needs for the girls team.

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

Girls basketball team.

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

Requested by (Name/Title): Elizabeth Looney Date: 5/23/25

Approved by (Principal): Jana <sup>Coach</sup> Mills Date: 5-23-25

Approved by (Director of Schools): John Mullins Date: 5-23-25

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., Nunnely, TN 37137

**School Support Organization  
Request For Fundraising Activities**

Organization EH Southern Cheer Booster

Proposed Fundraising Activity Car Show ~~EHS~~ EH Motor Mania

Date(s) Saturday in September or October  
*\* will confirm date with principal prior.*

Location(s) EHS Back parking lot

Requested By Christin Brown  
President/Chair of Organization

5/15/2025  
Date

Recommended By Megan Mann  
Principal

6-9-25  
Date

Approved John Mullins  
Director of Schools or Designee

6-9-25  
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  
2868 Hwy 48 N., Nunnally, TN 37137

**School Support Organization  
Request For Fundraising Activities**

Organization EH Southern Cheer Booster

Proposed Fundraising Activity Bake Sale @ Dickson Wal-Mart

Date(s) June 14, 2025

Location(s) Dickson Wal-Mart

Requested By Christin Brown 5/15/2025  
President/Chair of Organization Date

Recommended By [Signature] 6-9-25  
Principal Date

Approved John Mullins 6-9-25  
Director of Schools or Designee Date

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

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



## Fall District Meeting Agenda

- 4:30 p.m.      **Registration and Reception**
- 5:00 p.m.      **Welcome**      TSBA District Director
- *Roll Call of Boards*
  - *100% Boards*
  - *Introduction of Guests*
- 5:10 p.m.      **Awards Ceremony**      Dr. Tammy Grissom, TSBA  
Executive Director
- *Student Recognition Award*
  - *School Volunteer Recognition Award*
  - *Levels I, II, III and IV Boardsmanship Awards*
  - *Recognition of Boards of Distinction and Master School Board Members*
  - *District Director Elections in East, South Central, Upper Cumberland, and Northwest*
- 5:20 p.m.      **Preparing For Your 2026 Legislative Session**      Nolan Combs, TSBA  
Director of Government Relations
- 5:50 p.m.      **Ignite Session**      Ben Torres, TSBA  
Assistant Executive Director &  
General Counsel
- *Major Changes to School Funding*
  - *Teacher Salaries*
  - *School Sports: A New Playing Field*
- 6:30 p.m.      **Share the Success**      Dr. Tammy Grissom
- (Each district will share one new program  
or service implemented in the last year)
- 6:59 p.m.      **Wrap Up**
- 7:00 p.m.      **Adjourn**



## Fall District Meetings – South Central

### Description

In the fall our kids will be headed back to the classroom. That means it's time for board members to start the school year off by participating in TSBA's Fall District Meetings.

During August and September, meetings will be held in the nine developmental districts to focus on legislative and legal issues and current education "hot" topics. This year's program will provide school board members and superintendents an opportunity to discuss issues for the 2026 legislative session and other state happenings.

The event will begin by recognizing school board members, a local school volunteer award finalist, and a local student who is competing for a college scholarship. TSBA District Director elections for the East, Northwest, South Central, and Upper Cumberland will be held after the award ceremony.

### Locations/Dates

**Northeast – Hamblen County; Morristown-Hamblen High School East – August 25, 2025**

**East – Campbell County; Valley View Elementary School – August 26, 2025**

**Upper Cumberland – Pickett County; Pickett County Agricultural Learning Center – August 28, 2025**

**South Central – Hickman County; Hickman County High School – September 2, 2025**

**Mid Cumberland – Humphreys County; McEwen High School –  
September 4, 2025**

**Southeast – Hamilton County; Tyner Academy – September 11, 2025**

**Southwest – Haywood County; Haywood High School – September 18,  
2025**

**Delta – Arlington; Arlington High School – September 22, 2025**

**Northwest – Humboldt; Sports Plus Rehab Center – September 23, 2025**

**Registration Fee:**

\$75.00 per person

**Cancellation Deadline:**

Two weeks prior to the event.

Email cancellations to [bmassey@tsba.net](mailto:bmassey@tsba.net) by the deadline to receive a refund.

To register for this event, please contact your board secretary to register you online or call the TSBA Registrar at [615-815-3900](tel:615-815-3900).

**AGENDA**

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**Tennessee School Boards Association**  
**2025 Annual Convention Schedule**  
**Gaylord Opryland Resort and Convention Center**

**Thursday, November 13**

- 8:30 a.m.-6:30 p.m. Registration  
10:00-11:45 a.m. Board Chairman Roundtable Discussion  
**Facilitator: Keys Fillauer**  
2:00-6:00 p.m. Leadership Conference

**Friday, November 14**

- 7:00 a.m.-6:15 p.m. Registration  
7:30-8:15 a.m. Leadership Conference Breakfast  
8:30-11:30 a.m. Leadership Conference  
11:30 a.m.-12:45 p.m. Lunch (*on your own*)  
12:00-4:00 p.m. Exhibit Hall/Reception  
1:00-3:00 p.m. Pre-Convention Legal Workshop  
1:00-3:00 p.m. Pre-Convention Advocacy Workshop  
4:15-5:45 p.m. Opening General Session  
**Speaker: Jeff Henderson**

**Saturday, November 15**

- 7:00 a.m.-5:00 p.m. Registration  
7:00-10:30 a.m. Exhibit Hall Open  
7:00-8:15 a.m. Exhibit Hall Breakfast  
8:30-9:30 a.m. Clinic Session A  
9:45-10:15 a.m. Exhibit Hall Door Prizes  
10:30-11:30 a.m. Clinic Session B  
11:45 a.m.-1:15 p.m. Convention Luncheon and Award Ceremony  
1:30-2:30 p.m. Clinic Session C  
3:00-4:30 p.m. Delegate Assembly  
3:00-4:30 p.m. Board Secretaries' Meeting

**Sunday, November 16**

- 7:00-10:00 a.m. Registration  
7:15-8:15 a.m. Convention Breakfast  
8:30-9:45 a.m. Closing General Session  
**Speaker: Dr. John Hodge**  
9:45 a.m. Adjourn