

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---January 4, 2021

The Hickman county Board of Education met on January 4, 2021, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of December 7, 2020 Regular Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Athletes Performing at the State Level

Communications to the Board

Director's Report

Financial Report

Hickman County Annual Audit Report

Items Requiring Board Action

Budget Amendments

Board Policy 5.3051

Revised Board Policy 6.500 (1st Reading)

Revised Board Policies 5.200, 1.901, 4.401, 6.303, 6.405, 5.701 (2nd Reading)

Board Policy Review 6.100--6.209

Announcements

Board Retreat--January 23, 2021--East Hickman Middle School Library

Adjourn

Monday, December 7, 2020
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, December 7, 2020, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Tim Hobbs, Steve Gianakos, Jane Herron, and Jim Hudgins. Chair Amy Bryant attended the meeting virtually. Ron Gammons and Vance Willis were absent from the meeting.

Steve Gianakos made a motion to approve the minutes from the board meeting held on November 2, 2020. Tim Hobbs seconded the motion.

Monday, November 2, 2020
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, November 2, 2020 at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Steve Gianakos, Ronald Gammons, Jane Herron and Jim Hudgins. Tim Hobbs and Vance Willis were absent.

After a moment of silence and the Pledge of Allegiance, Jim Hudgins made a motion to approve the minutes held on October 5, 2020. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the agenda for November 2, 2020. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the director's report. The motion received a second from Jane Herron. On a voice vote, the motion was approved 5-0.

The financial report was present by Mike Elkins. Ronald Gammons made a motion to approve the financial report, as presented. Jim Hudgins seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The motion carried 5-0.

Chair Amy Bryant presented the OPEB financial statement. A motion was made by Steve Gianakos to approve the report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

JROTC instructor, Sgt. Riley, asked the board to approve three trips for the JROTC program. Ronald Gammons made a motion to approve the trips and it was seconded by Jim Hudgins. On a voice vote, the trips were approved 5-0.

Also, Sgt. Riley made a request that would allow the JROTC cadets a Dining-Out activity on March 27, 2021. Ronald Gammons made a motion to approve the event. Jane Herron seconded the motion. The motion was approved 5-0.

Mike Elik presented budget amendments to the board. Steve Gianakos made a motion to approve the budget amendments. Jim Hudgins seconded the motion. In a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The budget amendments were approved 5-0.

Calendar Committee Chair, Julia Thomasson, presented the proposed school calendar for 2020-2021. Steve Gianakos made a motion to approve the calendar. Jim Hudgins seconded the motion. on a voice vote the motion was approved 5-0.

Don Qualls asked the board to approve two requests for splitting supplements. Ronald Gammons made a motion to approve the request. Jane Herron seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron and Jim Hudgins voted aye. The motion was approved 5-0.

Mike Elkins asked the board to approve the lowest bid submitted by Firefly for the technology devices bid for 2020-2021. Jim Hudgins made the motion to approve Firefly as the winning bid for the technology devices. Ronald Gammons seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The Firefly bid was approved 5-0.

Mike Elkins asked the print bid be awarded to Allegra in Dickson. Steve Gianakos made the motion to award the printing bid to Allegra. The motion was seconded by Jane Herron. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron and Jim Hudgins vote aye. The Allegra bid was approved 5-0.

Mike Elkins also presented the school network upgrade bid and asked the board to approve BGC for that bid. Jim Hudgins made a motion to approve the bid. Ronald Gammons seconded the motion. on a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The motion was approved 5-0.

Mike Plunkett presented the HVAC gym units bid. He asked that EHMS and EHES also add a unit to replace older units. He asked Trane be awarded the bid. Steve Gianakos made a motion to approved the request. Ronald Gammons seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The motion was approved 5-0.

Mike Plunkett stated that no bids were received for waterproofing the foundation at the school bus garage. He did say that he had earlier received a quote from David Baker and this would not require a bid to repair. No board action was required.

Don Qualls asked the board to support a resolution be sent to the state asking for a moratorium on state standardized testing be considered for the 2020-2021 school year. Jim Hudgins made the motion to approve the board supporting a moratorium on state standardized testing for this school year. Ronald

Gammons seconded the motion. On a voice vote, the motion was approved 5-0. Ronald Gammons also suggested that request be sent to our state representatives.

Misty Shelton asked the board to approve the compliance report. Jane Herron made a motion to approve the compliance report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Misty Shelton asked the that board policy 6.409 be approve. Ronald Gammon made a motion to approve the policy. The motion was seconded by Jim Hudgins. On a voice vote, the motion was approved 5-0.

Misty Shelton asked that board policies 5.200, 5.201, 5.202, 5.302, 5.303, 5.304, and 5.305 on second reading.

Jim Hudgins made a motion to approve the board policies on second reading. Ronald Gammons seconded the motion. on a voice vote, the motion was approved 5-0.

Misty Shelton also asked the board to approve board policies 5.4400 and 5.603 that were up for review. Jim Hudgins made a motion to approve the policies up for review (5.400 and 5.603). Ronald Gammons seconded the motion. on a voice vote the motion was approved 5-0.

No announcements were given.

Ronald Gammons made a motion to adjourn. Jim Hudgins seconded the motion. The motion passes 5-0.

The meeting was adjourned at 7:45 p.m.

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

Jim Hudgins made a motion to approve the agenda. Jane Herron seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, December 7, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of November 2, 2020 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Steve Gianakos
 - B. Athletes Performing at the State Level--Jane Herron
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Family Resource Center Mid-Year Report--Family Resource Center Directors
- VIII. Items Requiring Board Action
 - A. Budget Amendments--Business Officer

- B. Request To Declare Surplus Property--Director of Special Programs
- C. Playground Equipment Bid Approval--Business Officer
- D. Revised Board Policies 5.200, 1.901, 4.401, 6.303, 6.405 (1st Reading)--Director of Accountability
- E. Revised Board Policy 5.501 (2nd Reading)--Director of Accountability
- F. Board Policy Review 5.605--5.803--Director of Accountability
- IX. Announcements--Board Retreat
- X. Adjourn

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

Coach Aaron Taylor, EHHS Athletic Director, was recognized by Steve Gianakos as the Employee of the Month.

The Board of Education recognized the accomplishments of the cross country runners from the East Hickman schools that competed at the state level of competition.

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

Memorandum

To: Board Members
 From: Michelle Gilbert
 Date: November 24, 2020
 RE: December Director's Report

Leave of Absence

Professional

Elizabeth Roberson	December 14, 2020-February 21, 2021 (FMLA)
Emily Mobley	

Support Staff

Hiring

Professional

Brandi Cramer	Nurse
---------------	-------

Support Staff

Donna Roberts	Bus Driver
Ron Hull, Jr	Mechanic
Amanda Cochran	Food Service
Lucindi Johnston	Substitute
William McDonald	Substitute
Joy Randolph	Substitute
Sara Brown	Substitute
Matilyn Herbison	Substitute
Faryn Matney	Substitute
Madelyn Owens	Substitute
Alex Seagraves	Substitute
Jessica Simpson	Substitute

Resignation

Professional

Support Staff

Kaitlyn Loveless

EHMS Part-Time

Retirement

Professional

Support Staff

Transfers

Professional

Stacia Anglin

CES Assistant Principal to Alternative School Teacher

Support Staff

Appointment

Professional

Support Staff

Open Positions

- 1 Secondary Personal Finance/ Economics Position
- 1 Secondary Math Position
- 2 Special Education Positions
- 2 Secondary Science Positions
- 1 Alternative Learning Environment Position
- Bus Drivers

*denotes a relationship under the nepotism policy 1.108

The prospective employee(s) is duly qualified to occupy the position.

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

Steve Gianakos made a motion to accept the financial report. Tim Hobbs seconded the motion.

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

Steve Gianakos made a motion to approve the Family Resource Center Mid-Year Report. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve budget amendments 8-10, which also included the grant purchases of additional reading materials and a \$41,000 network upgrade purchase approved at the November meeting through a grant. Tim Hobbs seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins

Ron Gammons

Vance Willis

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

Steve Gianakos made a motion to approve the request to declare a copy machine as surplus property. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0 with 2 absent.

Jane Herron made a motion to approve a school to utilize funding from a grant to purchase playground equipment through a bid for \$11,895.00. Jim Hudgins seconded the motion.

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins

Vance Willis

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

Tim Hobbs made a motion to approve revised board policies 5.200, 1.901, 4.401, 6.303, and 6.405 on first reading. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve revised board policy 5.501 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the review and update of board policies 5.605-5.803 and to approve revised board policy 5.701 on first reading and be presented for 2nd reading at the January board meeting. On a voice vote, the motion was approved 5-0.

The board retreat was announced for January 23 from 8:00 a.m.-12:00 p.m.

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



AMY BRYANT
9589 S. Lick Creek Rd., Lyles, TN 37098

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
9792 Dogwood Dr., Bon Aqua, TN 37025

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

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

The Hickman County Board of Education will meet in regular session on Monday, January 4, 2021, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of December 7, 2020 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Ron Gammons
 - B. Athletes Performing at the State Level--Jim Hudgins
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. Hickman County Annual Audit Report--Director of Schools
- VIII. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Board Policy 5.3051--Director of Schools
 - C. Revised Board Policy 6.500 (1st Reading)--Director of Accountability
 - D. Revised Board Policies 5.200, 1.901, 4.401, 6.303, 6.405, 5.701 (2nd Reading)-Director of Accountability
 - E. Board Policy Review 6.100---6.209--Director of Accountability
- IX. Announcements--Board Retreat--January 23, 2021--East Hickman Middle School Library
- X. Adjourn



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

Memorandum

To: Board Members
From: Michelle Gilbert
Date: December 18, 2020
RE: January Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Crystal Litton

CIS 4th Grade Interim

Support Staff

Resignation

Professional

Sarah King

HCMS History

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positions

1 Secondary Personal Finance/ Economics Position

1 Secondary Math Position
2 Special Education Positions
2 Secondary Science Positions
1 Alternative Learning Environment Position
Bus Drivers



JUSTIN P. WILSON
Comptroller

JASON E. MUMPOWER
Deputy Comptroller

December 16, 2020

NOTIFICATION OF AUDIT RELEASE

Hickman County Official:

The Division of Local Government Audit will release the Annual Financial Report of Hickman County, Tennessee, for the year ended June 30, 2020, on December 18, 2020. A PDF file containing this report has been provided to the county mayor, road superintendent, director of schools, and the county's finance director. Interested officials and citizens may obtain a copy of the PDF file from one of the officials noted above. Also, this report will be available for inspection at <https://comptroller.tn.gov/office-functions/la.html>.

Auditors are available to meet with the county's Audit Committee to discuss all aspects of the audit upon the request of that committee. Requests should be made to the Middle Tennessee audit manager for available dates and times:

Middle Tennessee Audit Manager – Jeff Bailey 615-401-7841 or jeff.bailey@cot.tn.gov

Included with this notice is a copy of the Summary of Audit Findings.

Very truly yours,

A handwritten signature in black ink, appearing to read "James R. Arnette".

James R. Arnette, Director

Media contact:

John Dunn, Director of Communications, 615.401.7755 or john.dunn@cot.tn.gov

Summary of Audit Findings

Annual Financial Report
Hickman County, Tennessee
For the Year Ended June 30, 2020

Scope

We have audited the basic financial statements of Hickman County as of and for the year ended June 30, 2020.

Results

Our report on Hickman County's financial statements is unmodified.

Our audit resulted in three findings and recommendations, which we have reviewed with Hickman County management. The detailed findings, recommendations, and management's responses are included in the Single Audit section of this report.

Findings

The following are summaries of the audit findings:

OFFICE OF FINANCE DIRECTOR

- ◆ Material audit adjustments were required for proper financial statement presentation.
-

HICKMAN COUNTY HEALTH FOUNDATION

- ◆ The Hickman County Health Foundation did not require a depository to adequately collateralize funds.
-

OFFICE OF SOLID WASTE

- ◆ The receipting software for the Landfill Office did not have adequate application controls.

Hickman County Board of Education
Budget Amendment No.11
General Purpose
January 4, 2021

Account	Description	Debit	Credit	Justification
47304 - -	Revenues	165,813.50		
71100 - 399 -	Other Contracted Services		50,000.00	Remote Technology Grant Funds
71100 - 722 -	Instructional Equipment		115,813.50	
TOTALS		<u>\$ 165,813.50</u>	<u>\$ 165,813.50</u>	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

Hickman County Board of Education

Descriptor Term: FFCRA LEAVE	Descriptor Code: 5.3051	Issued Date: 10/05/20
	Rescinds: 5.3051	Issued: 05/04/20

1 *General*¹

2 Under the Families First Coronavirus Response Act (FFCRA), this policy will be in effect from April 1,
3 2020 until December 31, 2020.

4 The Director of Schools/designee shall post notice of FFCRA requirements and create any necessary
5 administrative procedures. Employees should seek clarification from Human Resources if they have
6 questions regarding the total amount of leave and pay available to them.

7 **PAID SICK LEAVE**

8 Employees are entitled to up to two (2) weeks of paid sick leave if they are unable to work or telework
9 because the employee:²

- 10 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 11
- 12 2. has been advised by a health care provider to self-quarantine related to COVID-19;
- 13
- 14 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- 15
- 16 4. is caring for an individual subject to or advised to quarantine or isolate due to COVID-19. The
17 individual must be someone with a personal relationship to the employee;
- 18
- 19 5. is caring for his/her son or daughter whose school or place of care is closed, or person who
20 regularly provides child care is unavailable, for reasons related to COVID-19 and no other
21 suitable person is available to care for the child during the requested period of leave. Son or
22 daughter is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child
23 of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older
24 who is incapable of self-care because of a mental or physical disability; or
- 25
- 26 6. is experiencing any other substantially similar condition specified by the Secretary of Health
27 and Human Services, in consultation with the Secretaries of Labor and Treasury.

28 This paid leave may be taken if there is work available for the employee to complete and the employee
29 is unable to work or telework for one of the above reasons. Such leave is in addition to any paid leave
30 that an employee may already be entitled to (e.g. existing sick leave). Employees are not required to
31 exhaust any other paid leave benefit in order to utilize this new category of paid sick leave.

1 EXPANDED FMLA LEAVE

2 Full-time or part-time employees who have been on the payroll for thirty (30) calendar days prior to the
3 beginning of the leave are eligible for expanded FMLA leave (EFMLEA). This includes employees who
4 were laid off or terminated after March 1, 2020, who had worked for the district for at least thirty (30)
5 of the prior sixty (60) calendar days and were subsequently rehired or otherwise employed by the
6 district.³

7 Under the FFCRA, an employee qualifies for EFMLEA leave if the employee is unable to work or
8 telework due the need to care for his/her son or daughter because of a school or child care facility closure
9 or because the person who regularly provides child care (i.e. this could include a family member or a
10 neighbor) is unavailable for reasons related to COVID-19.⁴ In these circumstances, a son or daughter is
11 defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing
12 *in loco parentis*, who is under 18 years of age; or 18 years of age or older who is incapable of self-care
13 because of a mental or physical disability.

14 Qualifying employees may take twelve (12) weeks of EFMLEA leave.⁵ The amount of leave available
15 may be impacted by any prior use of FMLA.⁶

16 The first ten (10) days of EFMLEA leave shall be unpaid, however, an employee may choose to take
17 any existing leave benefit during this time. After ten (10) days, EFMLEA leave is paid at two-thirds
18 (2/3) the rate of the employee's regular rate of pay, unless he/she chooses to utilize accrued sick leave
19 or annual leave to cover those days or the amount is capped per federal law.⁷

Legal References

1. Families First Coronavirus Response Act, Pub. L. No. 116-127, §§ 3102, 5101, et seq, (2020)
2. 29 CFR § 826.20(a); 29 CFR § 826.21; 29 CFR § 826.30(a)
3. 29 CFR § 826.30(b); Coronavirus Aid, Relief, and Economic Security Act (CARES Act), § 3605 (2020)
4. 29 CFR § 826.20(b)
5. 29 CFR § 826.23
6. 29 CFR § 826.23(b); 29 CFR § 826.70
7. 29 CFR § 826.24

Cross References

Sick Leave 5.302
Family and Medical Leave 5.305



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

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

1st reading:

Policy 6.500 Special Education Students– TSBA has updated their model policy provision on restraint and isolation with additional information that aligns with state law. Model policy is recommended for adoption

2nd reading:

5.200-Separation Practices for Tenured teachers- replace lines 8-11 of page 3 of current policy with the following wording- Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.⁹

1.901-Charter School Applications- Recent legislation that changes the charter school process will go into effect on January 1, 2021. Beginning next year, amended charter applications shall be submitted to the TN Charter School Commission. Previously, these appeals had to be submitted to the State Board of Education. TSBA has updated this model policy to align with this change.

4.401- Textbooks - A new State Board of Education regulation creates a process for Boards to apply for waivers regarding textbooks and instructional materials. To take advantage of this, a Board must vote to seek a waiver to use materials that are not included on the list approved by the State Textbook Commission. TSBA has updated their model policy to include a provision on these waivers.

6.303- Interrogations and Searches- With the increase in vaping across the state, TSBA has received many questions on conducting searches in line with policy 6.303 and state law. As a result, they wanted to send out their model policy on this topic. They recommend that searches be conducted within the parameters of what is allowed under state and federal law.

6.405- Medicines- TSBA has updated their policy to clarify the process for allowing students to self-administer asthma medication during school hours.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

5.701- Substitute Teachers- on line 13 of page 1 add **Director of School's designee** as person preparing list of substitute teachers.

Up for review:

- 6.100- Student Goals
- 6.200- Attendance
- 6.2001- Attendance During Postsecondary Visits
- 6.201- Compulsory Attendance Ages
- 6.2011- Voluntary Pre-K Attendance
- 6.202- Home Schools
- 6.203- School Adminissons
- 6.204- Attendance of Non-Resident Students
- 6.205- Student Assignments
- 6.206- Transfers
- 6.207- Withdrawals
- 6.208- Release During School Hours
- 6.209- Child Custody/Parental Access

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

* Model Policy *

Click here to choose a school board.			
Monitoring: Review: Annually, in April	Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date:
		Rescinds:	Issued:

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.¹

Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.²

Students receiving special education services shall not be restrained except as permitted by state law and regulations.^{3,4} The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.⁴

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

Cross References

Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319



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

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

1st reading:

Policy 6.500 Special Education Students– TSBA has updated their model policy provision on restraint and isolation with additional information that aligns with state law. Model policy is recommended for adoption

2nd reading:

5.200-Separation Practices for Tenured teachers- replace lines 8-11 of page 3 of current policy with the following wording- Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.⁹

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- 6.204- Attendance of Non-Resident Students
- 6.205- Student Assignments
- 6.206- Transfers
- 6.207- Withdrawals
- 6.208- Release During School Hours
- 6.209- Child Custody/Parental Access

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

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Hickman County Board of Education

	Descriptor Term: Separation Practices for Tenured Teachers	Descriptor Code: 5.200	Issued Date: 11/02/20
		Rescinds: 5.200	Issued: 10/05/20

1 **SUSPENSION PENDING AN INVESTIGATION** ¹

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

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

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

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

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

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

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

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

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

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

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

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

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

21 RESIGNATION

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

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

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

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

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

38 RETIREMENT

- 1 Retirement shall mean a termination of services under conditions which will allow the employee to draw
 2 benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may
 3 elect to retire at any age according to the provisions of the retirement system.
- 4 Central office personnel shall assist employees in securing retirement benefits; however, it shall be the
 5 responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central
 6 office. It shall be the responsibility of the retiring employee to file for benefits.
- 7 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss
 8 of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools
 9 certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute
 10 teach.⁹
- 11 The director of schools may employ teachers retired for at least one year for full-time employment as a
 12 kindergarten through twelfth grade teacher on a year-to-year basis. Retirement benefits will not be lost or
 13 suspended under certain conditions, which include but are not limited to the following: ¹⁰
- 14 1. The director of schools of the employing system must certify in writing that no other qualified
 15 individuals are available to fill the position;
 - 16 2. The Commissioner of Education must certify that the employing school system serves an area that lacks
 17 qualified teachers to serve in the position to be filled;
 - 18 3. The retired teacher must hold a valid license and shall not be entitled to tenure status;
 - 19 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive
 20 medical insurance coverage; and
 - 21 5. The salary paid to the retired member shall not be less than the rate of compensation set by the Board
 22 for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the
 23 rate of compensation set by Board for teachers with comparable training and years of experience filling
 24 similar positions.

 Legal References

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

 Cross References

- Public Hearings 1.401
 Recommendations and File Transfers 5.203

10. TCA 8-36-821

Hickman County Board of Education

	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 11/04/19
		Rescinds: 1.901	Issued: 08/05/19

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).¹

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.
22
23
24
25
26

27 **APPLICATION PROCESS²**

28 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)
29 days prior to February 1st of the year preceding the year in which the proposed charter school plans to
30 begin operation as a charter school.

31 A sponsor seeking board approval of an initial charter school application shall complete the forms
32 provided by the Department of Education. The application shall provide all the information required by

1 law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by
2 law for the formation of a charter school, and the proposed charter school will be able to implement a
3 viable program of quality education for its students.³

4 Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on
5 February 1st of the year preceding the year in which the proposed charter school plans to begin
6 operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which
7 the school district offices are closed, applications will be accepted on the next business day on or
8 before 4:30 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an
9 application fee of \$2,500.00.²

10 **REVIEW TEAM¹**

11 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
12 applications. The team shall be composed of: members of the administrative staff for the district;
13 community members; and a member of the board. At the board meeting in February each year, the
14 Director of Schools shall make a recommendation to the board of which members of his administrative
15 staff should be appointed to the team. The board shall name the members of the team at its meeting in
16 March of each year. The board shall designate a chairman of the review team as the contact person for
17 answering questions about the application process and receiving applications.

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

22 The review team shall:

- 23 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 24
- 25 2) Recommend one of the following options to the board for each application: approve, reject, or
26 reject with stipulations for reconsideration; and
- 27
- 28 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

29 **APPROVAL, DENIAL OF APPLICATION⁴**

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

33 **Approval**

34 The sponsor of a public charter school that is approved by the board shall enter into a written
35 agreement with the board, which shall be binding on the charter school's governing body. This
36 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In
37 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
38 prescribed by law for the formation of a charter school and the proposed charter school will be and

- 1 shall include all aspects of the sponsor's approved application as well as any reporting requirements prescribed under state or federal laws.
- 3 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent
4 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
5 whichever is less.⁵
- 6 Charter schools approved by the board of education are expected to implement the application as
7 submitted and approved. Material variations in operations from the approved application require
8 amendment pursuant to statute and the charter school agreement.
- 9 The board should not be expected to provide services to charter schools that are not requested during
10 the application process except for those services that are required under state or federal laws. Services
11 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The
12 board and charter school shall execute a service contract for any additional services.
- 13 New public charter school agreements are approved for a ten-year period.⁶ The board may revoke or
14 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
15 122.⁷
- 16 **Denial**
- 17 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
18 an amended application to correct the deficiencies. The board shall have thirty (30) days either to deny
19 or to approve the amended application or the application shall be deemed approved by law.⁴
- 20 A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the
21 final decision to deny with the Tennessee Charter School Commission.⁹

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; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)

Hickman County Board of Education

	Descriptor Term: Textbooks	Descriptor Code: 4.401	Issued Date: 03/02/20
		Rescinds: 4.401	Issued: 03/05/18

1 **SELECTION**¹

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

13 **COMPLAINTS & RECONSIDERATION**

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

17 **DISTRIBUTION**

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

21 **CARE OF TEXTBOOKS**³

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

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

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

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

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

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

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

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

18 INSPECTION

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

Legal References

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

Cross References

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

Hickman County Board of Education

Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 02/04/19
	Rescinds: 6.303	Issued: 11/05/18

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.¹

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
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.^{1,2}

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 1. A particular student has violated policy;
- 30
- 31 2. The search could be expected to yield evidence of the violation of school policy or disclosure
32 of a dangerous weapon or drug;
- 33
- 34 3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline,
35 safety, supervision and education of students;
- 36
- 37 4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
38
- 39 5. The search shall be reasonably related to the objectives of the search and not excessively
40 intrusive in light of the age of the student, as well as the nature of the infraction alleged to have
been committed.

1 School officials may conduct hand-held or walk-through metal detector checks of a student's person or
2 personal effects.

3 **USE OF ANIMALS**

4 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
5 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched
6 and shall not be used to search the persons of students or visitors.

7 **SEARCHES BY POLICE**

8 If public health or safety is involved, upon request of the principal who shall be present, police officers
9 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for
10 drugs, weapons or items of an illegal or prohibited nature.

11 If the principal has received reliable information which he/she believes to be true that evidence of a
12 crime or of stolen goods, not involving school property of members of the school staff or student body,
13 is located on school property and that any search for such evidence or goods would be unrelated to
14 school discipline or to the health and safety of a student or the student body, he/she shall request police
15 assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

16 Anything found in the course of the search conducted in accordance with this policy which is evidence
17 of a violation of the law or a violation of student conduct standards may be:

- 18 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
19 should be tagged for identification at the time it is seized and kept in a secure place by the
20 principal or the principal's designee until it is presented at the hearing. At the discretion of the
21 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
22 significant value, the item may be destroyed, but only with the express written permission of
23 the director of schools.
- 24 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
25 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement
26 official after completion of an administrative proceeding at which its presence is reasonably
27 required.

28
29 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her
30 designee may request the assistance of a law enforcement officer to:

- 31 1. Search any area of the school premises, any student or any motor vehicle on the school
32 premises; or
- 33 2. Identify or dispose of anything found in the course of a search conducted in accordance with
34 this policy.

35
36 The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect
37 that criminal evidence is about to be uncovered.

1

Legal References

- 1.TCA 49-6-4203(b)
- 2.TCA 49-6-4201 et seq.; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Child Abuse and Neglect 6.409

Hickman County Board of Education

Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 12/03/18
	Rescinds: 6.405	Issued: 04/02/18

1 If under exceptional circumstances a child is required to take non-prescription or prescription
2 medication during school hours and the parent/guardian cannot be at school to administer the
3 medication, only the principal or the principal's designee will assist in self-administration of the
4 medication if the student is competent to self-administer medicine with assistance in compliance with
5 the following regulations: ¹

6 Written instructions signed by the parent will be required and will include:

- 7 1. Child's name;
- 8 2. Name of medication;
- 9 3. Name of physician;
- 10 4. Time to be self-administered;
- 11 5. Dosage and directions for self-administration (non-prescription medicines must have label
12 direction);
- 13 6. Possible side effects, if known; and
- 14 7. Termination date for self-administration of the medication.

15
16 Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-
17 reliever inhalers if the additional information is provided by a parent/guardian:

- 18
19 1. Written statement from the prescribing health care practitioner that the student suffers from
20 asthma and has been instructed in self-administration; and
- 21
22 2. Purpose of the medication.

23
24 The medication shall be delivered to the principal's office in person by the parent/guardian of the
25 student unless the medication shall be retained by the student for immediate self-
26 administration.

27 Volunteer personnel, trained by a registered nurse, may administer emergency medication to a student
28 based on that student's Individual Health Plan (IHP) or a physician's standing order. A call to 911 will
be made in the event of these emergencies.

1 The administrator/designee will:

- 2 1. Inform appropriate school personnel of the medication to be self-administered;
- 3 2. Keep written instructions from parent in student's record;
- 4 3. Keep an accurate record of the self-administration of the medication;
- 5 4. Keep all medication in a locked cabinet except medication retained by a student per physician's
- 6 order;
- 7 5. Return unused prescription to the parent or guardian only; and
- 8 6. Ensure that all guidelines developed by the Department of Health and the Department of
- 9 Education are followed.

10 The parent or guardian is responsible for informing the designated official of any change in the
11 student's health or change in medication.

12 A copy of this policy shall be provided to a parent or guardian upon receipt of a request for long-term
13 administration of medication.

14 **TRANSPORTATION OF MEDICATIONS ON SCHOOLS BUSES**

15 In an effort to ensure the safety and well-being of all students, no medications except inhalers or other
16 medications which a physician has indicated in writing should be kept on a student's person, may be
17 transported on school buses. Parents must make arrangements for delivery of medications to the school
18 that their child attends.

19 In the event that medication is sent to school on a bus in violation of this policy, the following
20 procedure will be utilized:

21 1. *First Non-Compliance Incident*

22 Parents will be contacted by phone or letter. A copy of this policy will be attached to the letter.

23 2. *Second Non-Compliance Incident*

24 A referral will be made to the Juvenile Court of Hickman County and/or the Department of
25 Children's Services for disposition of the matter.

26 **DISPOSAL OF MEDICATIONS**

1 Notification will be provided by phone call or notes sent home to parents one week prior to the end of
the school year that unused medication is remaining at school.

3 If a parent/guardian or their designee does not pick up remaining medication, disposal will occur at the
4 end of the school year by transporting to the Hickman County Sheriff's Department to be disposed of
5 properly through the Community Drug Take Back Program. Two school personnel shall be present at
6 disposal. Appropriate school personnel will be trained annually in disposal procedures. Documentation
7 shall occur regarding disposal of all medications.

8 **BLOOD GLUCOSE SELF-CHECKS²**

9 Upon written request of a parent or guardian, and if included in the student's medical management plan
10 and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or
11 administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps.
12 The student shall be permitted to perform the testing in any area of the school or school grounds at any
13 time necessary. The student will report the use of the monitoring or treatment supplies to school
14 employee for proper disposal.

15 Sharps shall be stored in a secure, but accessible location, including the student's person, until use of
such sharps is appropriate.

17 Use and disposal of sharps shall be in compliance with the guidelines set forth by the Tennessee
18 Occupational Safety and Health Administration (TOSHA).

19 **STUDENTS WITH PANCREATIC INSUFFICIENCY OR CYSTIC FIBROSIS³**

20 Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to carry and self-
21 administer their prescribed medication in a manner directed by a licensed healthcare provider without
22 additional assistance or direction. The Director of Schools shall develop procedures for the
23 development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that
24 conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to
25 self-medicate.

26 **STUDENTS WITH ADRENAL INSUFFICIENCY⁴**

27 The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of
28 the student's diagnosis. Once notified, the district shall observe the following procedure:

29 1. The district shall train school personnel who will be responsible for administering the
medication for the treatment of adrenal insufficiency and any who volunteer to administer the

- 1 medication.
- 2
- 3 2. The district shall maintain a record of all school personnel who have completed this training.
- 4
- 5 3. If a student is suffering from an adrenal crisis, a school nurse or other licensed health care
- 6 professional may administer the prescribed medication to the student. If a school nurse or other
- 7 licensed health care professional is not immediately available, trained school personnel may
- 8 administer the prescribed medication.
- 9 The director of schools shall develop procedures on the administration of medications that treat adrenal
- 10 insufficiency and recordkeeping per rules set forth by the State Board of Education.

Legal References

- 1.TCA 49-50-1602 et seq.; TRR/MS 0520-01-13-.03
- 2.TCA 49-50-1602(d)(7)
- 3.State Board of Education Policy 4.205; TRR/MS 0800-01-10
- 4.TCA 49-50-1601
- 5.TRR/MS 0520-01-13; State Board of Education Policy 4.205

Cross References

Emergency Allergy Response Plan 6.412

Hickman County Board of Education

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

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

7 APPLICATION/QUALIFICATIONS

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

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

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

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

16 COMPENSATION

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

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

22 CERTIFICATION

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

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

1 EMERGENCY NEEDS

2 All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency 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 TRAINING AND ORIENTATION

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

11 RESPONSIBILITIES

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

14 RE-EMPLOYMENT/TERMINATION

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

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

Legal References

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

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Student Goals</h2>	Descriptor Code: <h3 style="text-align: center;">6.100</h3>	Issued Date: <h3 style="text-align: center;">10/01/18</h3>
		Rescinds: <h3 style="text-align: center;">6.100</h3>	Issued: <h3 style="text-align: center;">08/02/99</h3>

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities. ¹
2. To protect and observe the legal rights of students;
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
5. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
6. To deal with students in matters of discipline in a fair and constructive manner;
7. To provide for the safety, health and welfare of students; and
8. To promote faithful attendance and good work.

Legal References

1. 20 USCA § 1703; TCA 49-6-3109

Cross References

- School District Goals 1.700
 Instructional Goals 4.100
 Basic Program 4.201
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 12/02/19
		Rescinds: 6.200	Issued: 10/07/19

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

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

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

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

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

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

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

7 The principal shall be responsible for ensuring that:⁶

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

18 **TRUANCY**

19 *General*

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

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

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

35 *Progressive Truancy Intervention Plan*⁸

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

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

1 Tier I

- 2 1. A conference with the student and the student's parent/guardian;
- 3
- 4 2. An attendance contract, based on the conference, signed by the student, the parent/guardian,
- 5 and an attendance officer. The contract shall include:
- 6
- 7 a. A specific description of the school's attendance expectations for the student;
- 8 b. The period for which the contract is effective. The term of the contract must not exceed
- 9 ninety (90) school days or continue beyond the last day of the semester, whichever
- 10 comes first; and
- 11 c. Penalties for additional absences and alleged school offenses, including additional
- 12 disciplinary action and potential referral to juvenile court; and
- 13
- 14 3. Regularly scheduled follow-up meetings to discuss the student's progress.

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

17 Tier II

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

21 Tier III

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

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

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

30 NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

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

- 37 1. Student's name and personal identification number;
- 38

- 1 2. Student's grade;
- 2
- 3 3. The dates of the student's absence;
- 4
- 5 4. The reason for the student's absence; and
- 6
- 7 5. The signatures of the student and parent/guardian.

8 **RELEASED TIME COURSE¹⁰**

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

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

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

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

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

21 **MILITARY SERVICE OF PARENT/GUARDIAN**

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

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

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
31 not taken from other students.

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

1 For school-sponsored activities, the student will be required to make up all work missed and will
2 receive full credit for the assignment or upon completion of a test. The student will not be counted
3 absent for a 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
7 excused absence. Students who have excused absences will be allowed to take a make-up exam that
8 will count as 15% of their grade. Excused students will receive an incomplete in the course until they
9 have taken 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.¹² 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 REVOCATION²**

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

26 **ATTENDANCE HEARING¹³**

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

- 1 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 2 Within five (5) school days of the director of schools/designee rendering a decision, the student's
- 3 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
- 4 Following the review, the Board may affirm or overturn the decision of the director of
- 5 schools/designee. The action of the Board shall be final.
- 6 The director of schools/designee shall ensure that this policy is posted in each school building and
- 7 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
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; Public Acts of 2019, Chapter No. 272
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

Cross References

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

Hickman County Board of Education

	Descriptor Term:	Descriptor Code: 6.2001	Issued Date: 02/04/19
	Attendance During Postsecondary Visits	Rescinds: 6.2001	Issued: 11/05/18

1 While postsecondary school visits are not required, any high school student wishing to participate in a
2 postsecondary school visit during the school year shall submit to the principal/designee prior notice
3 from the his/her parent/guardian specifying the date of the school visit. The parent(s)/guardian(s) of the
4 student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety
5 of the student during the visit.¹

6 The principal/designee shall count a student present for no more than 6 days throughout their high
7 school career for students participating in a postsecondary school visit. The student shall be counted
8 present for the day of the postsecondary school visit and shall not be counted present during any travel
9 days.

10 In order to be counted present for the school day missed, the student shall submit to the
11 principal/designee a signed letter or form from a campus official verifying that the visit to the
12 postsecondary school occurred.

13 The student shall complete any school work missed due to the student participating in a postsecondary
14 school visit.

Legal References

1. State Board of Education Policy 4.100

Cross References

Attendance 6.200

Hickman County Board of Education

Descriptor Term: Compulsory Attendance Ages	Descriptor Code: 6.201	Issued Date: 10/01/18
	Rescinds: 6.201	Issued: 04/01/13

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or
2 private school.¹ A parent/guardian or legal custodian who believes that their child is not ready to attend
3 school at the designated age of mandatory attendance may make application to the principal of the public
4 school which the child would attend for a one (1) semester or one year deferral in required attendance.
5 Any such deferral shall be reported to the director of schools by the principal.² Under certain
6 circumstances, the Board may temporarily excuse students from complying with the provisions of the
7 compulsory attendance law.³

8 Any child residing within the state who is or will be five (5) years of age on or before August 31 for the
9 2013-2014 school year and on or before August 15 for all school years thereafter, who makes application
10 for admission, shall be enrolled in the school designated by the Board.⁴

11 If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s)
12 may request that the child be admitted into kindergarten.⁵ Upon a request, the director of schools shall
13 administer an evaluation and examination. If the results indicate that the child is sufficiently mature
14 emotionally and academically, then the child may be enrolled into kindergarten. The director of schools
15 shall develop procedures and forms to implement the provisions of this policy.⁴

16 No child shall be eligible to enter first grade without having attended an approved kindergarten program.⁶

17 A child entering a special education program shall be no less than three (3) years of age.⁷

18 A person eighteen (18) years of age or older who applies for admission must have the application
19 approved by the principal and director of schools when:

- 20 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
- 21 2. He/she has dropped out of school and wants to re-enter.

22 The compulsory attendance law shall not apply to the following:⁸

- 23 1. A student who has received a diploma or other certificate of graduation;
- 24 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
- 25 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of
26 intent to conduct home school with the director of schools; or
- 27 4. A student enrolled in a home school who has reached the age of seventeen (17).
- 28
- 29
- 30

Legal References

1. TCA 49-6-3001(c)(1)
2. TCA 49-6-3001(c)(5)
3. TCA 49-6-3005
4. TCA 49-6-201(b)(3); TCA 49-6-3001(b)(1)
5. TCA 49-6-3001(b)(2)(B)
6. TCA 49-6-201(d)
7. 20 USCA §§ 1400—1485
8. TCA 49-6-3001(c)(2)

Cross References

Special Education 4.202
Adult Education Program 4.208
Home Schools 6.202
Special Education Students 6.500

Hickman County Board of Education

	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date: 12/04/17
		Rescinds:	Issued:

1 The board may establish an early childhood education program to address the educational needs of
2 eligible four-year old children. The program will provide educational services in accordance with state
3 law and the policies, rules, and regulations of the state board of education and the department of
4 education.¹

5 While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key factor in
6 student achievement; therefore, students are expected to be present each day school is in session.

7 **EXCUSED ABSENCES**

8 Absences shall be classified as either excused or unexcused as determined by the site-level
9 administrator. Excused absences shall include, but not be limited to:

- 10 1. The child has a personal illness or injury;
- 11
- 12 2. The child has other ongoing health related ailments which temporarily prevent attendance;
- 13
- 14 3. The child contracts a communicable disease (virus or flu);
- 15
- 16 4. Religious observances;
- 17
- 18 5. Severe parent illness;
- 19
- 20 6. Death in the family; and
- 21
- 22 7. Limited medical/dental/therapy appointments.

23 **UNEXCUSED ABSENCES**

24 Students who have four (4) or more unexcused absences within one (1) month shall be reported to the
25 site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine
26 the child's participation status in the program. The site-level administrator shall document all
27 communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

28 Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to
29 the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and
30 develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school
31 personnel. The attendance plan shall:

- 1 1. Identify the reasons for the absences;
- 2
- 3 2. Include a specific plan and date for establishing regular attendance or alternative services that
- 4 meet the student's educational goals; and
- 5
- 6 3. Include the documentation of services and student outcomes to determine the effectiveness of
- 7 the attendance plan.

8 **DISMISSAL**

9 Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year
10 without adequate excuse may be terminated from the program. The site-level administrator shall
11 submit dismissal documentation to the Department of Education's Voluntary Pre-K director for
12 approval.

13 The district shall not dismiss a student without first implementing an attendance plan, unless there are
14 special circumstances approved by the state VPK director.

15 Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the
16 vacant position.

17 The student may re-enter the program after a 30-day waiting period and a parent conference if there are
18 any available vacancies.

19 **DISTRICT VOLUNTARY PRE-K CONTACT**

20 Misty Shelton
21 Pre-K Director
22 931-729-3391 ext. 2226
23 misty.shelton@hickmank12.org

Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200

Hickman County Board of Education			
	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 10/01/18
		Rescinds: 6.202	Issued: 12/05/11

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

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

- 8 1. Provide annual notice to the director of schools before the commencement of each school year
9 of the intent to conduct a home school;
- 10 2. Submit to the director of schools the name, number, age, grade level of children involved,
11 location of the school, curriculum to be offered, proposed hours of instruction, qualifications
12 of the parent/teacher, whether a college preparatory or general course of education will be
13 taught in grades 9-12, and a description of the courses to be taught each year;
- 14 3. Maintain attendance records, subject to inspection of the local director of schools;
- 15 4. Submit attendance records to the director of schools at the end of each school year;
- 16 5. Provide instruction for at least four (4) hours per day for the same number of instructional days
17 as are required by state law for public schools;
- 18 6. Possess a high school diploma or GED in order to conduct classes;
- 19 7. Cooperate in the administration to home school students of appropriate tests by the
20 Commissioner of Education, his/her designee or by a professional testing service;
- 21 8. Take action according to state law if home school student falls behind appropriate grade level;
- 22 9. Submit proof to the director of schools that the home school student has been vaccinated as
23 required by law;
- 24 10. Submit proof to the director of schools that other health services and examinations as required
25 by law have been received by the home school student; and
- 26
- 27
- 28
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- 33
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- 35

- 1 11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific
2 subject, employ a tutor having the same qualifications as required of parent/teacher.

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

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

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

17
18
19
20
21
22 The director of schools, through the attendance supervisor, shall have the attendance records of the home
23 school inspected at least two (2) times each school year in order to provide assistance in implementing
24 the Compulsory Attendance Law.

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

Legal References

1. TCA 49-50-801
2. TCA 49-6-3050

Cross References

Compulsory Attendance Ages 6.201

Hickman County Board of Education

Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 10/01/18
	Rescinds: 6.203	Issued: 09/08/03

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

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

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

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

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

19 A child whose care, custody and support has been assigned to a resident of the district by a power of
20 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
21 filed with the district office.⁴

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

24 Parents, guardians, or legal custodians of students who enter school who have been judged delinquent
25 for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment
26 shall notify the principal by providing the abstract of record required by law or other similar written
27 information.⁵ This information shall be shared only with school employees who have responsibility for
28 classroom instruction of the student. Such information is otherwise confidential and shall not be released
29 to others except as required by law. The written notification shall not become a part of the student's
30 record.⁶

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6)
5. TCA 37-1-153, 154
6. TCA 49-6-3051

Cross References

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

Hickman County Board of Education

Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 12/03/18
	Rescinds: 6.204	Issued: 10/01/18

1 Students residing outside the boundaries of the school system may attend schools within the school
2 system under the following conditions:

- 3 1. They must be approved by the director of schools.¹
- 4 2. They must pay a tuition fee established annually by the board. Annual tuition may not exceed
5 per student, per annum, an amount equal to the amount of local funds actually used for school
6 purposes by the school system per student during the preceding school year minus any funds
7 received from the student's resident system. Tuition for out-of-state non-resident students shall
8 be charged at the same rate as the average cost per student (state and local funds) in the system
9 attended.²
- 10 3. Non-resident students must make application at least two weeks prior to the first day of school.³
- 11 4. Requests from students from adjoining states to attend school shall be considered on a case-by-
12 case basis.⁴
- 13 5. Students who become residents of the school system shall be refunded any unused portion of the
14 tuition on a pro-rata basis.
- 15 6. When payment is not made on all or any part of the required tuition for a previous year, the
16 student(s) shall be excluded from future attendance until all prior and current tuition is paid.
- 17 7. If a teacher of this school system has a residence outside the school system, his/her children
18 may be allowed to attend if the appropriate tuition requirements are met, provided that there is
19 available room and teaching capacity and other determinations made by the board according to
20 applicable law.⁵

21 EXCEPTIONS TO OUT OF COUNTY TUITION

- 22 1. The children of employees that are employed full-time by the Hickman County Board of
23 Education may attend school in Hickman County without paying out-of-county tuition.
24
- 25 2. The children of business owners that pay taxes in Hickman County may attend school in
26 Hickman County without paying out-of-county tuition provided that there is available room and
27 teaching capacity.

Legal References

1. TCA 49-6-3104;
TRR/MS 0520-01-03-.03(9)
2. TCA 49-6-3003; TCA 49-6-403(f)
3. TCA 49-6-3105
4. TCA 49-6-3108
5. TCA 49-6-3113; TCA 49-6-3103

Hickman County Board of Education

	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 10/01/18
		Rescinds: 6.205	Issued: 08/31/15

1 TO SCHOOLS

2 Students, including those in kindergarten, shall attend the school to which they are assigned.¹

3 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
4 assignment, make application to the Board for a hearing requesting a transfer to another school.²

5 TO CLASSES

6 The principal shall be responsible for assigning all students to classes.

7 Students who enter the system from another school system are to be placed by the principal in the
8 grade and/or level as indicated by records from the former school. If the student's placement is
9 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade
10 level. Parents shall be kept advised.

11 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
12 abuse allegedly occurred while the child was under the supervision or care of the school. If available
13 and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and
14 the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by
15 a juvenile court to have committed the child sexual abuse; or (3) criminally charged.³

Legal References

1. TCA 49-6-3102, 3103; Public Acts of 2018, Chapter No. 1004
2. TCA 49-6-3201
3. TCA 49-6-3102(h)

Cross References

Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Transfers Within the System</h2>	Descriptor Code: <h3 style="text-align: center;">6.206</h3>	Issued Date: <h3 style="text-align: center;">10/01/18</h3>
		Rescinds: <h3 style="text-align: center;">6.206</h3>	Issued: <h3 style="text-align: center;">08/05/13</h3>

1 During the month of June each year, a parent/guardian may request that his/her child attend a school
 2 within the system other than the one to which the child is zoned.** The director of schools or his/her
 3 designee shall review such requests and, if adequate space is available, grant such transfers unless a
 4 transfer would be adverse to the best interests of the child or the school system. If granted, the student
 5 must provide his/her own transportation to and from the school.¹

6 Except within the first ten (10) days of a school year where a parent/guardian may appeal the assignment
 7 of a student to the Board,² after a student has enrolled in one (1) school within the system, he/she shall
 8 not be permitted to transfer to another unless there is a change in residence of the student's parents or
 9 guardian outside the area in which the student enrolled. Any exception to this policy must be brought
 10 before the director of schools for evaluation and decision.

11 Students whose families transfer their residence to another school area after the first month of school
 12 may complete the school year at their former school. Students who present evidence that they will move
 13 during the school year and who desire to enroll in a new school in the new area may do so with prior
 14 written request for a change of school area. The director of schools or his/her designee may grant other
 15 exceptions to this policy for good and sufficient reasons.

16 Principals shall allow credit for work transferred from other schools only when substantiated by official
 17 transcripts or successful completion of comprehensive written examinations approved, administered and
 18 graded by the principal or his/her designated representative.³

Legal References

1. TCA 49-2-128
2. TCA 49-6-3201
3. TRR/MS 0520-01-03-.03(9)

Cross References

- Student Assignments 6.205
 Homeless Students 6.503
 Students in Foster Care 6.505

** Not effective in event of federally-mandated desegregation order.

Hickman County Board of Education			
	Descriptor Term: Withdrawals	Descriptor Code: 6.207	Issued Date: 10/01/18
		Rescinds: 6.207	Issued: 08/02/99

- 1 Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing
- 2 from school.

- 3 Dues and/or other money collected for workbooks, materials and supplies will be returned if the student
- 4 withdraws within the first thirty (30) days, provided the school system does not take a loss because of
- 5 the refund. After the first thirty (30) days, no money will be refunded.

- 6 If a student drops a class or withdraws from school during a grading period, each teacher will record on
- 7 the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal.

- 8 The principal will ensure that all information is completed on a student's records before a transcript is
- 9 sent to another school.

Cross References

Student Records 6.600

Hickman County Board of Education

	Descriptor Term: Release During School Hours	Descriptor Code: 6.208	Issued Date: 10/01/18
		Rescinds: 6.208	Issued: 08/02/99

1 The following procedure will be observed with regard to dismissal of students:

- 2 1. No student will leave school prior to regular dismissal hours, except with the approval of the
3 principal and parent. Elementary students will be permitted to leave school prior to regular
4 dismissal time only in the company of a parent, legal guardian, school employee, police officer,
5 court officer, or a person designated in writing by the parent(s).
6
- 7 2. No student will be sent from the school during school hours to perform an errand or act as a
8 messenger.
9
- 10 3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must
11 send a written request for dismissal or call for the student in person.
12
- 13 4. Children will be released only upon the request of the parent whom the court holds directly
14 responsible for the child, or who is the parent or guardian registered on the school record.
15
- 16 5. No principal or teacher shall permit a change in the physical custody of a child at school unless:¹
17
 - 18 (a) The person seeking custody of the child presents the school official with a certified copy of
19 a valid court order from a Tennessee court designating the person who has custody of the
20 child; and
 - 21 (b) The person seeking custody gives the school official reasonable advance notice of his/her
22 intent to take custody of the child at school.
23
- 24 6. No student will be allowed to leave campus during lunch.
- 25 7. High school students may be released for jobs and approved training at centers outside their home
26 schools under regulations approved by the Board.²
27

Legal References

1. TCA 49-6-902; TCA 36-6-105
2. TRR/MS 0520-01-07-.03

Hickman County Board of Education			
	Descriptor Term: Child Custody/Parental Access	Descriptor Code: 6.209	Issued Date: 10/01/18
		Rescinds: 6.209	Issued: 08/02/99

1 The Board presumes that the person who enrolls a student in school is the student's custodial parent.
 2 Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school
 3 district holds responsible for the education and welfare of that child.

4 Parents or guardians shall have the right to receive information contained in school records concerning
 5 their minor child. ¹ The Board, unless informed otherwise, assumes there are no restrictions regarding
 6 the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions
 7 are made relative to the rights of the non-custodial parent, the custodial parent shall be requested to
 8 submit a certified copy of the court order which curtails these specific rights.

9 Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be
 10 given access to all of the student's educational records including but not limited to the student's
 11 cumulative file and the student's special education file, if applicable.²

12 No principal or teacher shall permit a change in the physical custody of a child at school unless:

- 13 1. The person seeking custody of the child presents the school official with a certified copy of
 14 a valid court order from a Tennessee court designating the person who has custody of the
 15 child; and
- 16 2. The person seeking custody shall give the school official reasonable advance notice of his/her
 17 intent to take custody of the child at school.³

Legal References

1. 20 USCA § 1232g(a)(1)(A)
2. TCA 49-6-902
3. TCA 36-6-105

Cross References

Student Records 6.600 -6.603

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Above The Rim, Inc.

Proposed fundraising activities: Banner Sales, Above The Rim Christmas Tournament, Silent Auction

Purposed Uses of funds raised Support HCHS Boys & Girls Basketball Teams

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

HCHS Boys & Grils Basketball Team

Method by which school will receive profit Funds will be deposited in the the Above The Rim, Inc
Account

Requested by David Dansby - Treasurer Date 12/07/2020
Name/Title

Approved by  Date 12/8/2020
Principal

Approved by  Date 12/8/20
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.

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HCHS Boys & Grils Basketball Team

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Account

Requested by David Dansby - Treasurer Date 12/07/2020
Name/Title

Approved by  Date 12/8/2020
Principal

Approved by  Date 12/8/20
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Pride + Spirit Club

Proposed fundraising activities: say yes to the Prom Dress!
collect donated prom dresses and sell them to our students at an
affordable price (\$20.00 - \$30.00 each)

Purposed Uses of funds raised
Money raised will be donated back to HCHS and used in some
way to enhance our school. (last year we purchased urns used to
hold flowers at graduation.)

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

school-wide - students can sign up to come shop during
a scheduled parent-teacher conference or during school day.

Method by which school will receive profit Money will be deposited into
club account and then used in various ways to enhance school.

Requested by Tabby Plunkett
^{Library media Specialist /}
Name/Title club sponsor

Date 12-7-2020

Approved by Ken D. End
Principal

Date 12/7/2020

Approved by Michelle Sweet
Director of Schools*

Date 12/8/20

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name

EHHS Football

Account Number

601

Proposed fundraising activities:

Eagle Discount Card Sale

(month of April)

Purposed Uses of funds raised:

Football Equipment

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

Players will be selling cards and collecting money.

Method by which school will receive profit:

Purchasing of cards.

Requested by:

Chris Austin (Head Football Coach)

Name/Title

12/8/20

Date

Approved by:

Michelle Bryan

Principal

12/8/20

Date

Approved by:

Michelle Hevent

Director of Schools*

12/8/20

Date

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Football EHS

Account Number 601

Proposed fundraising activities: Alumni Football Game
with Fairview High School on April 17th

Purposed Uses of funds raised: Reconditioning of Helmets

Expected Student involvement (school-wide or specific school organization): Football Players will
help the night of the game.
(Ex. Chain Crew, Concessions, Water Boys, Trash)

Method by which school will receive profit: Gate Money, Entry Fees

Requested by: Chris Austin / Head Football Coach 12/8/20
Name/Title Date

Approved by: Mark Burr 12/8/20
Principal Date

Approved by: Michelle Hewitt 12/8/20
Director of Schools* Date

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

* Barring COVID conditions - MB