

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---March 1, 2021

The Hickman county Board of Education met on March 1, 2021, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of February 1, 2021 Regular Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Communications to the Board

Director's Report

Financial Report

Items Requiring Board Action

Trip Request --HCHS JROTC

Budget Amendments

Request for EHHS Prom

Request for HCHS Prom

EHES Job Share Request for 2021-2022

School Bus Purchase

ESSER 2.0

Teacher Appropriation Bill

Request To Hold Practice During The School Day for 2021-2022

Revised Board Policies 6.313, 6.316, 1.700, 4.700 (1st Reading)

Revised Board Policy 1.901 (2nd Reading)

Board Policy Review 6.310--6.319

Announcements

Adjourn

Monday, February 1, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, February 1, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Ron Gammons, Steve Gianakos, Jane Herron, Jim Hudgins, and Vance Willis.

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

Mr. Ron Gammons asked the group to rise and recite the Pledge of Allegiance.

Jane Herron made a motion to approve the minutes from the board meeting held on Monday, January 4, 2021. Jim Hudgins seconded the motion.

Monday, January 4, 2021
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, January 4, 2021, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Tim Hobbs, Ron Gammons, Jane Herron, Jim Hudgins, and Vance Willis. Steve Gianakos was absent from the meeting.

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

Chair Amy Bryant asked the group to rise and recite the Pledge of Allegiance.

Jane Herron made a motion to approve the minutes from the board meeting held on Monday, December 7, 2020. Jim Hudgins seconded the motion.

On a voice vote, the motion was approved 5-0-1. Vance Willis passed on the motion because he was absent for the December meeting.

Ron Gammons made a motion to approve the agenda for the January 4 meeting. Jim Hudgins seconded the motion.

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

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

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

Vance Willis made a motion to accept the financial report as presented. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Michelle Gilbert reported the audit release and findings were included in the board packet and reported no financial audit findings for the school system. Jim Hudgins made a motion to accept the audit report. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Jim Hudgins made a motion to approve budget amendment 11. Jane Herron seconded the motion.

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

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

Michelle Gilbert requested no action be taken on board policy 5.3051 so that discussion could be had with TSBA to draft policy that would support employees based on the new federal regulations passed at the end of December. A draft policy will be drafted and sent to the board for future consideration.

Jane Herron made a motion to approve revised board policy 6.500 as presented on first reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve revised board policies 5.200, 1.901, 4.401, 6.603, 6.405, and 5.701 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant made a motion to approve board policies 6.100-6.209 as updated and reviewed. Ron Gammons seconded the motion. On a voice vote, the motion was approved 6-0.

Amy Bryant announced that the board retreat would be held on Saturday, January 23, 2021, in the library at EHMS, from 8:00 a.m.-12:00 p.m.

The meeting was adjourned at 7:20 p.m.

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

Steve Gianakos made a motion to approve the minutes from the special called meeting held on January 27, 2021. Ron Gammons seconded the motion.

Wednesday, January 27, 2021
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in special session on Wednesday, January 27, 2021, at 6:00 p.m. via Zoom or in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Steve Gianakos, Ron Gammons, Jane Herron, Jim Hudgins, and Vance Willis. Tim Hobbs was absent from the meeting.

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

Chair Amy Bryant asked the group to rise and recite the Pledge of Allegiance.

Jane Herron made a motion to approve the agenda. Steve Gianakos seconded the motion.

The Hickman County Board of Education will meet in a special called session on Wednesday, January 27, 2021, at 6:00 p.m. virtually through Zoom. Board members and public that cannot attend virtually can attend in person in Room 203 of the Central Office building.

<https://us02web.zoom.us/j/85822535014?pwd=QXF1UzZkLytDcDhmM25GVk94T1VHQQT09>

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
 - A. Board Policy 5.3051--(request to suspend board policy 1.600 and approve on first reading)
- VI. Adjourn

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

Steve Gianakos made a motion to suspend board policy 1.600 regarding two readings of a policy to consider Board Policy 5.3051 for approval on first reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

Vance Willis made a motion to approve board policy 5.3051 on first reading. Jane Herron seconded the motion. On a voice vote, the motion was approved 6-0.

Ron Gammons made a motion to adjourn the meeting. Vance Willis seconded the motion. On a voice vote, the motion was approved 6-0.

The meeting was adjourned at 6:11 p.m.

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

Ron Gammons made a motion to approve the agenda for Monday, February 1, 2021. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, February 1, 2021, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of January 4, 2021 Regular Board Meeting Minutes
- V. Approval of January 27, 2021 Special Called Board Meeting Minutes
- VI. Approval of Agenda
- VII. Special Recognition
 - A. Employee of the Month--Vance Willis
 - B. Football and Cross Country Athletes Performing at the State Level--Jim Hudgins
- VIII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. OPEB Quarterly Financial Statement--Director of Schools
- IX. Items Requiring Board Action
 - A. ESSER 2.0--Director of Schools
 - B. Budget Amendments--Business Officer
 - C. Revised Board Policy 1.901 (1st Reading)--Director of Accountability
 - D. Revised Board Policy 6.500 (2nd Reading)--Director of Accountability
 - E. Board Policy Review 6.300-6.309--Director of Accountability
 - F. Budget Calendar--Director of Schools
 - G. NSBA Membership--Board Chair
- X. Announcements
- XI. Adjourn

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

Jane Herron read a letter recognizing Jennie Morley as Employee of the Month.

Jim Hudgins recognized student athletes competing at the state level of competition.

Ron Gammons made a motion to approve the Director's Report. Jim Hudgins seconded the motion.

Memorandum

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

Leave of Absence

Professional

Sarah Routt

Katelynn Lambdin

Keith Boehms

Support Staff

April 5-May 17, 2021 (FMLA)

April 14, 2021-end of 2020-2021 school year (FMLA)

January 25, 2021-April 19, 2021 (FMLA)

Hiring

Professional

Support Staff

Resignation

Professional

Robbin Masters

Support Staff

Billie Jo Malugin

Brittney Burgess

Donnette Sealey

Charles McNichols

EHHS Assistant Principal

Food Service

Food Service

Food Service

Part-Time Mechanic

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Chris Seale

Support Staff

HCMS Volunteer Baseball Coach

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

1 Assistant Principal

1 Middle School Teacher

Bus Drivers

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

Ron Gammons made a motion to accept the Financial Report as presented. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the quarterly OPEB statement. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve budget amendments 12 and 13. Jim Hudgins seconded the motion.

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

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

Ron Gammons made a motion to approve board policy 1.901 on first reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Steve Gianakos made a motion to approve board policy 6.500 on second reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs made a motion to approve the review and update of board policies 6.300-6.309. Jane Herron seconded the motion. On a voice vote, the motion was approved 7-0.

Amy Bryant made a motion to set the budget calendar for a draft budget for 2021-2022 to be presented at the April meeting and approval of the 2021-2022 budget for the May board meeting. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to share input with TSBA that this board concurs with their withdrawal from NSBA. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 7-0.

An announcement was made that a special called meeting could be needed to approve the ESSER 2.0 application.

The meeting was adjourned at 7:21 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

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- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of February 1, 2021 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
 - A. Employee of the Month--Amy Bryant
- VII. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
- VIII. Items Requiring Board Action
 - A. Trip Request--HCHS JROTC--Sponsor and Students
 - B. Budget Amendments--Business Officer
 - C. Request for EHHS Prom--EHHS Prom Sponsor
 - D. Request for HCHS Prom--HCHS Prom Sponsor
 - E. EHES Job Share Request for 2021-2022--EHES Principal and K-5 Supervisor
 - F. School Bus Purchase--Transportation Director
 - G. ESSER 2.0--Director of Schools
 - H. Teacher Appropriation Bill--Director of Schools
 - I. Request to Hold Practice During the School Day for 2021-2022--Deputy Director of Schools
 - J. Revised Board Policies 6.313, 6.316, 1.700, 4.700 (1st Reading)--Director of Accountability
 - K. Revised Board Policy 1.901 (2nd Reading)--Director of Accountability
 - L. Board Policy Review 6.310--6.319 --Director of Accountability
- IX. Announcements
- X. Adjourn

Memorandum

To: Board Members
From: Michelle Gilbert
Date: February 22, 2021
RE: March Director's Report

Leave of Absence

Professional

Julie Rice

February 22- April 23, 2021 (FMLA)

Support Staff

Hiring

Professional

Support Staff

Raygan Adkins

EHMS Assistant Softball Coach

Sandra West

Bus Driver

Melina Baird

Substitute

Hallie Cox

Substitute

Riggs Erisman

Substitute

Makenzie Kelley

Substitute

Ashley Malugin

Substitute

Gracie McGuigan

Substitute

Alyssa Poff

Substitute

Isaiah Puckett*

Substitute

Abigail Seaborn

Substitute

Colby Shelton*

Substitute

Elizabeth Thornton

Substitute

Resignation

Professional

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

1 Assistant Principal

Bus Drivers

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

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date			
			Actual	% of Budget		Actual	% of Avg		
141	General Purpose School								
Revenues									
40110	Current Property Tax	3,042,197.00	(1,699,207.91)	55.85 %	253,516.42	0.00	0.00 %		
40120	Trustee's Collections - Prior Year	100,000.00	(40,572.71)	40.57 %	8,333.33	0.00	0.00 %		
40125	Trustee's Collections - Bankruptcy	0.00	(129.52)	0.00 %	0.00	0.00	0.00 %		
40130	Cir CLK/CLK & Master Collections-Pr Yr	55,000.00	(18,580.94)	33.78 %	4,583.33	0.00	0.00 %		
40140	Interest And Penalty	21,000.00	(4,937.37)	23.51 %	1,750.00	0.00	0.00 %		
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,036.12)	50.90 %	333.33	0.00	0.00 %		
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00	0.00 %		
40210	Local Option Sales Tax	1,550,000.00	(1,100,779.51)	71.02 %	129,166.67	0.00	0.00 %		
40270	Business Tax	30,000.00	(7,521.96)	25.07 %	2,500.00	0.00	0.00 %		
40320	Bank Excise Tax	30,000.00	0.00	0.00 %	2,500.00	0.00	0.00 %		
40350	Interstate Telecommunications Tax	1,500.00	0.00	0.00 %	125.00	0.00	0.00 %		
41110	Marriage Licenses	1,300.00	(988.00)	76.00 %	108.33	0.00	0.00 %		
43517	Tuition - Other	2,000.00	(3,500.00)	175.00 %	166.67	0.00	0.00 %		
43570	Receipts From Individual Schools	60,000.00	(1,703.60)	2.84 %	5,000.00	0.00	0.00 %		
43582	Community Service Fees - Adults	200.00	(87.00)	43.50 %	16.67	0.00	0.00 %		
44120	Lease/Rentals	1,000.00	(70.00)	7.00 %	83.33	0.00	0.00 %		
44170	Miscellaneous Refunds	40,000.00	(8,047.89)	20.12 %	3,333.33	0.00	0.00 %		
44530	Sale Of Equipment	5,000.00	(12,422.90)	248.46 %	416.67	0.00	0.00 %		
44560	Damages Recovered From Individuals	3,000.00	(208.73)	6.96 %	250.00	0.00	0.00 %		
44570	Contributions & Gifts	15,000.00	(7,201.00)	48.01 %	1,250.00	0.00	0.00 %		
46511	Basic Education Program	22,516,000.00	(13,533,527.03)	60.11 %	1,876,333.33	0.00	0.00 %		
46515	Early Childhood Education	419,362.00	(155,177.81)	37.00 %	34,946.83	0.00	0.00 %		
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %		
46550	Driver Education	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %		
46590	Other State Education Funds	240,000.00	0.00	0.00 %	20,000.00	0.00	0.00 %		
46591	Coordinated School Health	90,000.00	0.00	0.00 %	7,500.00	0.00	0.00 %		
46594	Family Resource Centers	59,223.00	(29,611.66)	50.00 %	4,935.25	0.00	0.00 %		
46610	Career Ladder Program	60,000.00	(28,381.40)	47.30 %	5,000.00	0.00	0.00 %		
46851	State Revenue Sharing -T.V.A.	250,000.00	(110,241.52)	44.10 %	20,833.33	0.00	0.00 %		
46980	Other State Grants	300,000.00	0.00	0.00 %	25,000.00	0.00	0.00 %		
46981	Safe Schools	88,000.00	0.00	0.00 %	7,333.33	0.00	0.00 %		
46990	Other State Revenues	20,000.00	(5,046.06)	25.23 %	1,666.67	0.00	0.00 %		
47304	COVID-19 Grant #4	165,813.50	(165,813.50)	100.00 %	13,817.79	0.00	0.00 %		
47640	Rotc Reimbursement	60,000.00	(33,907.81)	56.51 %	5,000.00	0.00	0.00 %		
48990	Other	42,000.00	(4,500.00)	10.71 %	3,500.00	0.00	0.00 %		
49700	Insurance Recovery	10,000.00	0.00	0.00 %	833.33	0.00	0.00 %		
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %		

Account	Description	Budget Estimate	Year-To-Date		Estimate Avg/Mth	Month-To-Date		
			Actual	% of Budget		Actual	% of Avg	
141	General Purpose School							
	Total Revenues	29,344,595.50	(16,980,201.95)	57.86 %	2,445,382.96	0.00	0.00 %	
Expenditures								
71100	Regular Instruction Program	(14,471,394.50)	8,625,882.18	59.61 %	(1,205,949.54)	1,173,622.49	97.32 %	
71150	Alternative Instruction Program	(169,526.00)	51,734.19	30.52 %	(14,127.17)	9,467.63	67.02 %	
71200	Special Education Program	(3,048,933.00)	1,413,389.05	46.36 %	(254,077.75)	203,994.95	80.29 %	
71300	Career and Technical Education	(1,104,098.00)	502,856.15	45.54 %	(92,008.17)	65,838.82	71.56 %	
72110	Attendance	(155,621.00)	90,057.01	57.87 %	(12,968.42)	9,362.34	72.19 %	
72120	Health Services	(362,750.00)	180,428.14	49.74 %	(30,229.17)	24,504.20	81.06 %	
72130	Other Student Support	(988,313.00)	446,311.95	45.16 %	(82,359.42)	58,173.05	70.63 %	
72210	Regular Instruction Program	(1,292,398.00)	584,002.45	45.19 %	(107,699.83)	84,912.99	78.84 %	
72220	Special Education Program	(119,202.00)	74,710.81	62.68 %	(9,933.50)	7,780.03	78.32 %	
72230	Career and Technical Education	(109,671.00)	66,074.10	60.25 %	(9,139.25)	7,125.93	77.97 %	
72250	Technology	(326,901.00)	266,429.74	81.50 %	(27,241.75)	5,795.69	21.28 %	
72290	Other Programs	(35,000.00)	16,403.66	46.87 %	(2,916.67)	0.00	0.00 %	
72310	Board Of Education	(669,000.00)	350,206.90	52.35 %	(55,750.00)	5,075.00	9.10 %	
72320	Director Of Schools	(283,150.00)	179,064.91	63.24 %	(23,595.83)	17,578.60	74.50 %	
72410	Office Of The Principal	(1,693,269.00)	875,423.95	51.70 %	(141,105.75)	92,830.86	65.79 %	
72510	Fiscal Services	(45,000.00)	0.00	0.00 %	(3,750.00)	0.00	0.00 %	
72610	Operation Of Plant	(2,356,000.00)	1,346,569.15	57.15 %	(196,333.33)	150,914.61	76.87 %	
72620	Maintenance Of Plant	(952,438.00)	572,859.90	60.15 %	(79,369.83)	70,491.87	88.81 %	
72710	Transportation	(2,332,170.00)	784,193.62	33.63 %	(194,347.50)	72,128.19	37.11 %	
72810	Central And Other	(253,500.00)	20,325.78	8.02 %	(21,125.00)	(1,407.79)	-6.66 %	
73100	Food Service	(28,110.00)	0.00	0.00 %	(2,342.50)	0.00	0.00 %	
73300	Community Services	(132,475.00)	59,908.83	45.22 %	(11,039.58)	7,136.21	64.64 %	
73400	Early Childhood Education	(453,163.00)	220,100.02	48.57 %	(37,763.58)	28,683.82	75.96 %	
76100	Regular Capital Outlay	(105,000.00)	77,192.14	73.52 %	(8,750.00)	0.00	0.00 %	
99100	Transfers Out	(165,000.00)	0.00	0.00 %	(13,750.00)	0.00	0.00 %	
	Total Expenditures	(31,652,082.50)	16,804,124.63	53.09 %	(2,637,673.54)	2,094,009.49	79.39 %	
Total	141 General Purpose School	(2,307,487.00)	(176,077.32)	-7.63 %	(192,290.58)	2,094,009.49	1,088.98	

Account	Description	Budget Estimate	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date	
			Actual				Actual	% of Avg
Revenues								
44170	Miscellaneous Refunds	0.00	0.00		0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	120,570.72	(68,700.83)		56.98 %	10,047.56	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,253,193.60	(491,325.21)		39.21 %	104,432.80	0.00	0.00 %
47143	Special Education - Grants To States	1,029,540.71	(360,652.57)		35.03 %	85,795.06	0.00	0.00 %
47145	Special Education Preschool Grants	34,359.88	0.00		0.00 %	2,863.32	0.00	0.00 %
47146	English Language Acquisition Grants	73,762.00	(16,503.58)		22.37 %	6,146.83	0.00	0.00 %
47148	Rural Education	173,963.39	(9,357.63)		5.38 %	14,496.95	0.00	0.00 %
47189	Eisenhower Prof Development State	224,055.14	(63,413.49)		28.30 %	18,671.26	0.00	0.00 %
47301	COVID-19 Grant #1	879,730.25	(437,949.80)		49.78 %	73,310.85	0.00	0.00 %
47303	COVID-19 Grant #3	60,000.00	(60,000.00)		100.00 %	5,000.00	0.00	0.00 %
47590	Other Federal Through State	466,286.99	(154,032.10)		33.03 %	38,857.25	0.00	0.00 %
49800	Transfers In	0.00	0.00		0.00 %	0.00	0.00	0.00 %
Total	Revenues	4,315,462.68	(1,661,935.21)		38.51 %	359,621.89	0.00	0.00 %
Expenditures								
71100	Regular Instruction Program	(1,775,001.86)	971,019.99		54.71 %	(147,916.82)	64,708.69	43.75 %
71200	Special Education Program	(719,384.14)	284,247.18		39.51 %	(59,948.68)	38,285.57	63.86 %
71300	Career and Technical Education	(116,442.72)	85,272.06		73.23 %	(9,703.56)	23,454.92	241.71 %
72120	Health Services	(20,000.00)	7,284.53		36.42 %	(1,666.67)	0.00	0.00 %
72130	Other Student Support	(511,322.61)	217,218.15		42.48 %	(42,610.22)	25,500.97	59.85 %
72210	Regular Instruction Program	(593,496.44)	227,428.57		38.32 %	(49,458.04)	21,543.83	43.56 %
72220	Special Education Program	(462,790.46)	183,112.35		39.57 %	(38,565.87)	25,333.78	65.69 %
72250	Technology	(50,000.00)	0.00		0.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(30,000.00)	8,775.95		29.25 %	(2,500.00)	1,575.95	63.04 %
72710	Transportation	(1,900.00)	250.56		13.19 %	(158.33)	0.00	0.00 %
99100	Transfers Out	(35,124.45)	0.00		0.00 %	(2,927.04)	0.00	0.00 %
Total	Expenditures	(4,315,462.68)	1,984,609.34		45.99 %	(359,621.89)	200,403.71	55.73 %
Total	142	School Federal Projects	322,674.13		100.00 %	0.00	200,403.71	0.00 %

Account	Description	Budget Estimate	Year-To-Date		% of Budget	Estimate Avg/Mth	Month-To-Date		
			Actual				Actual	% of Avg	
143	Central Cafeteria								
Revenues									
43521	Lunch Payments - Children	240,000.00	(16,100.82)		6.71 %	20,000.00	0.00	0.00 %	
43522	Lunch Payments - Adults	65,000.00	(20,576.30)		31.66 %	5,416.67	0.00	0.00 %	
43523	Income From Breakfast	65,000.00	(6,572.31)		10.11 %	5,416.67	0.00	0.00 %	
43525	A La Carte Sales	244,100.00	(68,591.14)		28.10 %	20,341.67	0.00	0.00 %	
43570	Receipts From Individual Schools	0.00	0.00		0.00 %	0.00	0.00	0.00 %	
44110	Investment Income	200.00	(106.10)		53.05 %	16.67	0.00	0.00 %	
47111	USDA School Lunch Program	1,065,000.00	(658,094.40)		61.79 %	88,750.00	0.00	0.00 %	
47113	Breakfast	480,000.00	(240,504.68)		50.11 %	40,000.00	0.00	0.00 %	
47114	USDA - Other	15,000.00	(4,557.12)		30.38 %	1,250.00	0.00	0.00 %	
	Total Revenues	2,174,300.00	(1,015,102.87)		46.69 %	181,191.67	0.00	0.00 %	
Expenditures									
73100	Food Service	(2,174,271.00)	1,493,293.23		68.68 %	(181,189.25)	159,197.20	87.86 %	
	Total Expenditures	(2,174,271.00)	1,493,293.23		68.68 %	(181,189.25)	159,197.20	87.86 %	
Total	143 Central Cafeteria		29.00	478,190.36	-	2.42	159,197.20	-	

7th Brigade Tasking OPORD CHANGE 1			Date Received From Higher: N/A
TO: 7 th BDE JROTC Detachments	DATE: 19 FEB 21	FROM : BDE JROTC Directorate	Tasking #: N/A
ORIGINATING HQ – DIRECTORATE: HQ 7 th BDE-JROTC Directorate	BRIGADE POC AND #: Mrs. Tamiko Riley tamiko.riley.civ@mail.mil 502-626-1296	Suspense to Brigade: 26 FEB 21	
BDE TASKORD – 7th Brigade			
<p>Situation: 7th brigade Commander (COL Brent A. Clemmer) in support of US Army Cadet Command (USACC) Junior Reserve Officers’ Training Corps (JROTC) Directorate plans and executes a robust Drill competition program to promote Cadet esprit de corps and teamwork, build self-confidence, and serve as a retention vehicle for Cadets and units. The annual USACC JROTC National Drill and Ceremony Championships provides an excellent venue for our Cadets to showcase their leadership, teamwork, skills, and esprit de corps on a national level.</p>			
<p>Mission Change: 7th Brigade JROTC Detachments (Volunteer/Selected Teams) participate in the USACC 2021 JROTC National Drill and Ceremony Championships will be held on 30 APR 2021 at the Ocean Center in Daytona, FL</p>			
Execution.			
<p>Concept of the Operation: JROTC Detachments send selected teams to complete in 2021 USACC JROTC National Drill and Ceremony Championships. <u><i>This competition consists of two major divisions – Armed and Unarmed. Schools may enter one or both events, as long as each team “stands alone” (meaning they cannot have armed team Cadets competing on the unarmed team and vice versa).</i></u> The minimum number of Cadets needed to form a team competing for an overall title in either division is 12, plus a “commander” (13 Total). USACC and SNI will maintain a competition field comprised of 53 Armed and 53 Unarmed drill and ceremonies teams for the event. The event also includes Solo and Dual competition Divisions. Competition teams can enter participants in the Solo and Dual competition Divisions. <u><i>7th BDE is allocated ten (10) Armed and ten (10) Unarmed teams.</i></u></p>			
<p>1. Competition events for scoring in each division will consist of Inspection Platoon, IDR Drill Platoon, Color Guard, and IDR Exhibition Platoon. Solo and Dual Exhibition are standalone events and will not count towards scoring for Division trophies.</p>			
<p>Task to Subordinate Units Change: JROTC Detachments will submit teams for selection to 7th ROTC BDE-JROTC Directorate NLT1600 EST 26 FEB 2021. All JROTC teams requesting selection are authorized to submit one (1) team in the Armed Division or one (1) team in the Unarmed Division of the competition, to maximize program participation. Ensure Cadets meet school eligibility criteria for participation in co-curricular activities, and obtain permission to participate from their schools and parents/guardians. Ensure Cadets participating in Drill competitions and other affiliated training understand the requirements for personal medical coverage. Ensure Cadets provide the appropriate forms for travel and participation as required by their schools and supporting organizations.</p>			
<ol style="list-style-type: none"> Teams will submit the following information to Tamiko Riley NLT1600 EST 26 FEB 2021. Ensure a signed letter by the school principle approving the travel and participation at National Drill & Ceremonies Championships is submitted to Tamiko Riley NLT1600 EST 12 MAR 2021(once notified of selection). 			

- a. Division in which the team(s) will compete. (Armed, Unarmed, or Both Armed and Unarmed)
- * Cadets cannot compete in both divisions.
 - * Total Number of Cadets attending the competition by event team numbers.
 - * Example – 13 Armed Inspection, 13 Armed Drill Platoon, 4 Color Guard, 13 Armed Exhibition, and 1 Armed Solo Exhibition = 44 Cadets Attending
- b. Notify Tamiko Riley of all funding request to attend the event. School approval letters signed by the principle.

Coordinating Instructions:

- a. Uniform for Cadets in the IDR Inspection, Drill Platoon, and Color Guards is the Cadet ASUs without alterations to the appearance of the uniform. (CCR145-2) Uniform for Color Guard is Cadet ASU, a change from previous years because gloves, ascots, etc. are NOT PERMITTED this year. Exhibition teams may wear uniforms of their choice with the exception of no beret that is black, maroon, green or brown as directed in CCR 145-2. Uniform for Instructors and Evaluators is the ASU.
- b. JROTC Instructors, without teams attending, that would like to be considered for being an event judge at the Drill Nationals will submit their Drill Sergeant and/or Old Guard (Fort Myer, VA) experience and their names to the Mr. Mike Jones at Cadet Command, michael.l.jones262.civ@mail.mil or 502-624-1218.
- c. The event website, www.thenationals.net/army-nationals.htm, contains information on event parking, hotels, facility layout diagrams, and other pertinent event data. The site also contains the rules and SOPs for the Drill Nationals. **It is the Instructors responsibility to frequently check the website for changes being made on a constant basis from the 2021 National Drill Championships.**

Priorities of Effort for BDE CDR:

Priority 1: Ensure 7th ROTC BDE is well represented at the competition and that Cadets have fun in a safe and learning environment.

Brigade Point of Contact:

- a. Primary: 7th BDE JROTC TECH, Mrs. Tamiko Riley, 502-626-1296, tamiko.riley.civ@mail.mil
- b. Alternate: 7th BDE JROTC Director, Mr. Maurice Bennett, (502) 624-3275, maurice.bennett.civ@mail.mil

References:

USACC OPORD 21-01-002- 2021 U.S. Army Cadet Command (USACC) Army JROTC National Drill and Ceremonies Championships

Hickman County Board of Education
 Budget Amendment No. 14
 General Purpose (141)
 March 1, 2021

Account	Description	Debit	Credit	Justification
71100 - 399 -	Other Contracted Svc	25,000.00		To Purchase an Additional 2 years of Math Curriculum pre state directive
71100 - 722 -	Regular Instruction Equip	48,000.00		
71100 - 449 -	Textbooks		73,000.00	
72210 - 189 -	Other Salaries & Wages	20,000.00		To properly code Safe School Funds relating to Camera Upgrades
72210 - 201 -	Social Security	4,140.00		
72210 - 336 -	Maintenance & Repair	2,500.00		
72210 - 722 -	Regular Instruction Equip	5,140.00		
72210 - 790 -	Other Equipment		31,780.00	
73400 - 355 -	Travel	500.00		To move available funds per request of PreK Supervisor and bring into agreement with ePlan
73400 - 399 -	Other Contracted Svc	1,542.80		
73400 - 524 -	Inservice	1,036.00		
73400 - 790 -	Equipment	3,600.38		
73400 - 499 -	Other Supplies & Mat		6,679.18	
73400 - 189 -	Other Salaries & Wages	1,000.00		
73400 - 207 -	Medical Insurance		1,000.00	
TOTALS		<u>\$ 112,459.18</u>	<u>\$ 112,459.18</u>	

Approved:

Attest:

Amv Brvant

Michelle Gilbert

Hickman County Board of Education
 Budget Amendment No. 15
 General Purpose (141)
 March 1, 2021

Account	Description	Debit	Credit	Justification
46511 - -	Basic Education Program	127,500.00		
71100 - 189 - BONUS	Other Salaries & Wages		108,501.40	Funding and Expenditures relating to General Assembly Appropriations Bill (SB7009/HB7020)
71100 - 201 - BONUS	Social Security		8,300.36	
71100 - 204 - BONUS	State Retirement		10,698.24	
TOTALS		<u>\$ 127,500.00</u>	<u>\$ 127,500.00</u>	

Approved:

Attest:

Amy Bryant

Michelle Gilbert

Hickman County Board of Education
Budget Amendment No. 16
Federal Programs (142)
March 1, 2021

Account	Description	Debit	Credit	Justification
72130 - 524 - PD - 801	In-Service		\$ 9,999.00	To correct entry error from Feb
72130 - 355 - C - 801	Travel	\$ 9,999.00		
TOTALS		<u>\$ 9,999.00</u>	<u>\$ 9,999.00</u>	

Approved:

Attest:

Amy Bryant

Michelle Gilbert



Hickman County Schools Board Agenda Item Request

Date: March 1, 2021

Name of School: East Hickman Elementary

Item Request: Job Share

Explanation:

see attachment

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Jennifer Knight / Mandy Tidwell

Signature of Building Principal or Director of Schools:

Reigha Coble

January 4, 2021

To whom it may concern:

We are requesting a job share position for the 2021-2022 school year. The purpose of requesting this position is to enable us to spend more time at home caring for our young children, but also continuing to serve as an educator. We believe an equal balance between caring for our families and educating our students will benefit everyone involved. We are grateful to have had the opportunity to work in a job share position for the past three school years. We have attached our job share proposal which includes our plan, as well as other important information regarding a job share position. We really appreciate your consideration on this matter.

Sincerely,

Mandy Tidwell

A handwritten signature in blue ink that reads "Mandy Tidwell". The script is cursive and fluid.

Jennifer Knight

A handwritten signature in blue ink that reads "Jennifer Knight". The script is cursive and fluid.

East Hickman Elementary School
Job Share Proposal- Mandy Tidwell and Jennifer Knight

We have set out below our proposal to move to a job share arrangement. We wish to do so to enable us to spend a balance of time at work and at home with our young children.

Our proposal is to work in a job share arrangement beginning the 2021-2022 school year.

Advantages of Job Sharing

We would first like to highlight some advantages that we feel our proposal will bring to East Hickman Elementary School.

- The school will be able to keep/gain experienced teachers. We both have Master's Degrees in education. JK has taught 11 years and MT has taught 15 years. Hickman County Board of Education has invested money and time in training us to meet whole school initiatives and development.
- We will be working the days that best fit with our other commitments and therefore we can be more fresh, energetic, and creative during the hours that we are teaching. This can lead to improved output.
- This job share will enhance our professional life by allowing us to better balance work and family responsibilities.
- Two teachers will be involved in monitoring to ensure children achieve their full potential and progress accordingly.
- Children can benefit from being able to confide in a choice of two teachers.
- Although we have similar teaching styles and strategies, we also bring to the table different attributes, therefore reaching more students. Some students may relate better to one teacher than the other.
- We will both hold high expectations for behavior and performance and will enforce classroom rules consistently.
- We have taught 2nd grade together for 8 years so we are very familiar with each other's teaching style. JK also successfully took over maternity leave for MT.
- MT and JK successfully shared a job in the 2018-2019 and 2020-2021 school years.
- Having two teachers can help prepare students for the upcoming year, wherein they may have 2 to 3 different teachers.
- Two teachers to help with fundraisers and school activities.
- School system saves money due to teachers not receiving benefits.
- We will bring two sets of skills, talents, and experience to the job. This:
 - Increases the staff resource base;
 - Supports the pooling of ideas;
 - Offers the opportunity for us to learn from one another and maintain and develop skills;
 - Maximizes individual strengths and can minimize individual weaknesses.

Working Week

We propose that we would split the working week as follows:

- Monday and Wednesday- JK
- Tuesday and Thursday- MT
- Fridays- JK and MT will alternate
- Both teachers will work the first full week of school.

Salary/Benefits

We propose to be paid according to our years experience and education just as we would in a full time position. However, we will be paid half of that of a full time teacher. As a job share employee, we will not receive benefits, which will save the school district money.

Personal and Sick Leave

We will not have any personal or sick leave days. If an emergency arises and one of us cannot be at work on our scheduled day, the other teacher will work in their place. We will just switch out days. If JK cannot work on her scheduled Monday, MT will take her place. JK will then work on MT's schedule Tuesday or Thursday. This way our days will stay even and we can save the school district money by not having to pay a substitute teacher.

Responsibilities for Curriculum, Assessment, and Planning

We will take joint responsibility for planning our lessons to align with TN state standards.

We will plan for the week ahead together.

We will ensure that assessment and record keeping are done the same by each teacher.

Liaison

We will maintain a class liaison file detailing incidents, parent communication, etc. for reference during the week to provide continuity. This would include a seating chart, medical notes, behavior issues, and student information.

We will both use the same Class Dojo account. Each of us will be able to get notifications of behavior and parent communications so that we are always in the loop.

Faculty and Committee Meetings

The teacher who is working on the meeting day will share all information with the other.

Professional Development and Administrative Days

We will both attend all professional development and administrative days. We will both complete all professional development online training sessions. We will both attend the PD Summit.

Parent Teacher Conferences

We will both attend all parent teacher conferences as scheduled by the district.

IEP/S-Team/RTI Meetings

Whichever teacher is working on the scheduled meeting day will attend and provide all information to the teacher not in attendance.

More Information on how we intend to work together to make the arrangement work

To ensure this is an effective job share arrangement we would:

- Communicate regularly with each other using a communication book and also through emails, texts, phone calls, and meetings. This will be important if issues arise with children or if there are any parental concerns at any time. This will ensure continuity and consistency, particularly where behavior is concerned;
- Plan together at the beginning of each 9 weeks and also weekly for the upcoming week.
- Meet regularly to discuss targets and standards of children's progress and discuss next steps;
- Where possible, ensure that any problems that arise are resolved by the end of the day so that the other teacher does not have to deal with them the next day.

Review of the Job Share Arrangement

We understand that the renewal of a job share position must be reviewed and approved each year by our principal, superintendent, and the school board.

ESSER 2.0 Proposed Spending Plan

Line Item Number	Account Number	71100 - Regular Instruction Program	72130 - Other Student Support	72620 - Maintenance of Plant	Total
116 - Teachers		72,600.00			72,600.00
163 - Educational Assistants		28,800.00			28,800.00
189 - Other Salaries & Wages		0.00	75,000.00	0.00	75,000.00
201 - Social Security		5,400.00	5,737.50	0.00	11,137.50
204 - State Retirement		8,200.00	0.00	0.00	8,200.00
335 - Maintenance & Repair Services - Building				1,000,000.00	1,000,000.00
336 - Maintenance & Repair Services - Equipment		0.00	0.00	2,033,923.17	2,033,923.17
399 - Other Contracted Services		0.00	0.00	260,000.00	260,000.00
429 - Instructional Supplies & Materials		7,500.00			7,500.00
Total		122,500.00	80,737.50	3,293,923.17	3,497,160.67
				Adjusted Allocation	3,497,160.67
				Remaining	0.00

ESSER 2.0 Spending Plan Notes

71100

Student Learning Loss-- personnel salaries and instructional resources and materials

72130

Position to manage ESSER funds--two year position

72620

Facilities upgrades and repair, including contracted services for engineering

TEACHER APPROPRIATIONS BILL

On January 22, 2021, during the 1st Extraordinary Session of the 112th General Assembly, the Tennessee General Assembly passed an Appropriations Bill (SB7009/HB7020), which included critical pay increases for Tennessee teachers during an unprecedented school year impacted by the COVID-19 pandemic.

The additional salary funds are intended for the licensed instructional positions that are funded in the instructional component of the BEP and for nurses. A list of those positions is provided at the end of this document. These funds are non-recurring and are fully funded by the state.

Hickman County Schools

Total Allocation		\$ 127,500.00
Allocation for Employee Pay		\$ 108,501.40
Payroll Expenses	17.51%	\$ 18,998.60

Current Employee Estimate

Employees meeting Criteria	310	
Total FTE	304	
Stipend/Bonus per FTE = 1		<u><u>\$ 356.91</u></u>
Stipend/Bonus per FTE = .5		<u><u>\$ 178.46</u></u>

This is a current estimate relating to the employee FTE and Total Positions and may be adjusted based on our continued analysis and guidance received from the state.

INSTRUCTIONAL SALARY COMPONENTS (STATE SHARE = 70%)

COMPONENT	FUNDING LEVEL
REGULAR EDUCATION TEACHER	1 per 20 ADM K-3 1 per 25 ADM 4-6 1 per 25 ADM 7-9 1 per 22.08 ADM 10-12
CAREER & TECHNICAL EDUCATION TEACHER	1 per 16.67 career and technical education FTEADM
SPECIAL EDUCATION TEACHER (number of students identified and served = I & S)	(Caseload Allocations) Option 1 91.0 Options 2 and 3 58.5 Options 4, 5 and 6 16.5 Options 7, 8, 9 and 10 8.5
ELEMENTARY COUNSELOR	1 per 500 ADM K-6**
SECONDARY COUNSELOR	1 per 350 ADM 7-12 (including CTE)**
ELEMENTARY ART TEACHER	1 per 525 ADM K-6
ELEMENTARY MUSIC TEACHER	1 per 525 ADM K-6
ELEMENTARY PHYSICAL EDUCATION TEACHER	1 per 350 ADM K-4 1 per 265 ADM 5-6
ELEMENTARY LIBRARIAN (K-8)	.5 per school < 265 1 per school 265-439 1 per school 440-659 (+.5 assistant) 1 per school > 660 (+1 assistant)
SECONDARY LIBRARIAN (9-12)	.5 per school < 300 1 per school 300-999 2 per school 1,000-1,499 2 per school > 1,500 (+1 per add'l 750)
ELL INSTRUCTOR	1 per 20 EL Students I&S
ELL TRANSLATOR	1 per 200 EL Students I&S

INSTRUCTIONAL SALARY COMPONENTS (STATE SHARE = 70%)

COMPONENT	FUNDING LEVEL
PRINCIPAL	.5 per school < 225*** 1 per school > 225
ASSISTANT PRINCIPAL ELEMENTARY	.5 per school 660-879 1 per school 880-1,099 1.5 per school 1,100-1,319 2 per school > 1,320
ASSISTANT PRINCIPAL SECONDARY	.5 per school 300-649 1 per school 650-999 1.5 per school 1,000-1,249 2 per school > 1,250 (+ 1 per add'l 250)
SYSTEM-WIDE INSTRUCTIONAL SUPERVISOR	1 per < 500 total ADM 2 per 500-999 total ADM 3 per 1,000-1,999 total ADM 3 per > 2,000 total ADM (+ 1 per add'l 1,000)
SPECIAL EDUCATION SUPERVISOR	1 per 750 special education I & S
CAREER & TECHNICAL EDUCATION SUPERVISOR	1 per 1,000 Career & Technical education FTEADM
SPECIAL EDUCATION ASSESSMENT PERSONNEL	1 per 600 special education I & S
SOCIAL WORKER	1 per 2,000 total ADM**
PSYCHOLOGIST	1 per 2,500 total ADM**
RESPONSE TO INSTRUCTION AND INTERVENTION (RTI)	1 per 2,750 total ADM (minimum 1 per system)



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

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

2nd reading:

1.901-Charter School Applications- TSBA wanted the Board to be aware of a small recommended change to policy 1.901. Due to a recent change in state law, boards now have sixty days to take action on an amended charter application (“The local board of education has sixty (60) days from receipt of an amended application to deny or to approve the amended application”; TCA 49-13-108(b)(3)). The current policy contains a prior limit of thirty days (see pg. 3, lines 18-19). Current policy with highlighted recommended changes on page 2 is included.

1st reading:

6.313 Discipline Procedures: As to policy 6.313, the board policy regarding the code of conduct is to include information regarding exclusionary practices for pre k and k as well as trauma informed discipline practices per state law. TSBA recommends adding these provisions to the current 6.313 to comply with the requirements found in state law. Current policy with highlighted recommended changes attached.

6.316 Suspension: As to policy 6.316, “remand” and “expel/expulsion” are found throughout the policy; however, these terms correspond to TCA 49-6-3007 and relate to how the absence is coded. This is different from the ways that statutes deal with student discipline and is more focused on school funding. TSBA recommends not including these terms and allowing this policy to only cover suspensions. Current policy with highlighted recommended changes and removal of those terms attached.

1.700- School District Goals- In 2019, the General Assembly passed legislation requiring the State Board of Education to adopt a policy on educator diversity. Last week, at its February meeting, the State Board of Education adopted a policy on this topic. This policy requires local education agencies to set goals for educator diversity. TSBA is recommending that Boards revise their policies to reflect this responsibility. It has been added under Goals for Teachers and Administration in our current policy attached.

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

4.700- Testing- During the special legislative session, the General Assembly passed legislation allowing local Boards to choose a weight for all TCAP exams to be included in a student's final grade from a range of 0% - 25%. If the Board would like to take advantage of this ability, TSBA recommends suspending that portion of the current policy 4.700. Suspending board policy instead of revising it would eliminate the need for the Board to change this percentage in policy 4.700 again in the future.

Up for review:

- 6.310 Dress Code
- 6.3101 Gang Activity or Association
- 6.311 Care of School Property
- 6.312 Use of Personal Communication Devices
- 6.313 Discipline Procedures
- 6.314 Corporal Punishment
- 6.315 Detention
- 6.316 Suspension/Expulsion/Remand
- 6.317 Disciplinary Hearing Authority
- 6.318 Admission of Suspended or Expelled Students
- 6.319 Alternative Education

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

931-729-3391 ext. 2226

misty.shelton@hickmank12.org

fax 931-729-3834

Hickman County Board of Education

Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 12/02/19
	Rescinds: 6.313	Issued: 01/07/19

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

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

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

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

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

25 **MISBEHAVIORS: Level I**

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

29 *Examples (not an exclusive listing):*

Classroom disturbances

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

8 *Disciplinary Procedures:*

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

14 *Disciplinary Options:*

- 15 Verbal reprimand
- 16 Special Assignment
- 17 Restricting activities
- 18 Assigning work details
- 19 Counseling
- 20 Withdrawal of privileges
- 21 Issuance of demerits which might affect citizenship or deportment grades
- 22 Strict supervised study
- 23 Detention
- 24 Corporal punishment
- 25 In-school suspension
- 26 Out-of-school suspension

27 **MISBEHAVIORS: Level II**

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

32 *Examples (not an exclusive listing):*

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

Disciplinary Procedures:

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

7 *Disciplinary Options:*

- 8 Teacher/schedule change
- 9 Modified probation
- 10 Behavior modification
- 11 Social probation
- 12 Peer counseling
- 13 Referral to outside agency
- 14 In-school suspension
- 15 Transfer
- 16 Detention
- 17 Suspension from school-sponsored activities or from riding school bus
- 18 Corporal punishment
- 19 Restricting school related honors student is otherwise due
- 20 Out-of-school suspension not to exceed ten (10) days.

21 **MISBEHAVIORS: Level III**

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

24 *Examples* (not an exclusive listing):

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

33 *Disciplinary Procedures:*

- 34 Student is referred to principal for appropriate disciplinary action.
- 35 Principal meets with student and teacher.
- 36 Principal hears accusation by accusing party and permits offender the opportunity of explaining
conduct.
- Principal takes appropriate disciplinary action.

- 1 Principal may refer incident to director of schools and make recommendations for
consequences.
- 3 If student's program is to be changed, adequate notice shall be given to the student and his/her
4 parents of the charges against him, his/her right to appear at a hearing and to be represented by
5 a person of his/her choosing.
- 6 Any change in school assignment is appealable to the Board.
- 7 Record of offense and disciplinary action maintained by principal or director of schools.

8 *Disciplinary Options:*

- 9 In-school suspension
10 Detention
11 Corporal punishment
12 Restitution from loss, damage or stolen property
13 Out-of-school suspension not to exceed ten (10) days
14 Social adjustment classes
15 Transfer
16 Expulsion

17 **MISBEHAVIORS: Level IV**

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

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

25 *Examples* (not an exclusive listing):

- 26 Unmodified Level I, II and III behaviors
27 Death threat (hit list)
28 Bomb threat
29 Extortion
30 Possession/use/transfer of dangerous weapons *
31 Assault that results in bodily injury upon any teacher, principal, administrator, any other
32 employee of the school, or a school resource officer*
33 Aggravated assault*
34 Vandalism
35 Theft/possession/sale of stolen property
36 Arson
37 Possession of unauthorized substances *
Use/transfer of unauthorized substances
Harassment (Sexual, Racial, Ethnic, Religious)

1 *Disciplinary Procedures:*

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

10 *Disciplinary Options*

- 11 Expulsion
12 Alternative schools
13 Other hearing authority or Board action which results in appropriate placement
14 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
15 by the director of schools on a case-by-case basis.

16 **ADDITIONAL GUIDELINES:**

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

- 28 * Zero tolerance offenses

Legal References

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

Cross References

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

Hickman County Board of Education

Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 01/07/19
	Rescinds: 6.316	Issued: 08/05/13

1 **DEFINITIONS:¹**

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

4 **REASONS FOR SUSPENSION:**

5 Any principal, principal-teacher or assistant principal (herein called principal) may suspend any
6 student from attendance at school or any school-related activity on or off campus or from attendance at
7 a specific class or classes, or from riding a school bus, without suspending such student from
8 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited
9 to:²

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

- 1 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
2 explosive or destructive device including chemical weapons on school property or at a school
3 sponsored event;
- 4
- 5 13. One (1) or more students initiating a physical attack on an individual student on school
6 property or at a school activity, including travel to and from school;
- 7
- 8 14. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
9 persons or property or disrupts the educational process; and
- 10
- 11 15. Any other conduct prejudicial to good order or discipline in any school.
- 12

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

15
16 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-
17 defense under a reasonable belief that the student, or another to whom the student was coming to the
18 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,
19 the student may not face any disciplinary action.⁴

20 **IN-SCHOOL SUSPENSION:⁵**

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

29 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:⁶**

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

- 1 3. The principal shall notify the parent or guardian and the director of schools or designee in
writing:
- 3 a. Of the suspension and the cause for it; and
- 4 b. A request for a meeting with the parent or guardian, student and principal, to be held as
5 soon as possible, but no later than five (5) days following the suspension.
- 6
- 7 4. Immediately following the scheduled meeting, whether or not attended by the parent or
8 guardian or student, the principal shall determine the length of the suspension and set
9 conditions for readmission. If the principal determines the length of the suspension to be
10 between six (6) and the maximum of ten (10) days, the principal shall develop and implement a
11 plan for correcting the behavior when the student returns to school.
- 12
- 13 5. If at the time of the suspension the principal determines that an offense has been committed
14 which, in the judgment of the principal would justify a suspension for more than ten (10) days,
15 he/she may suspend the student unconditionally for a specified period of time or upon such
16 terms and conditions as are deemed reasonable.
- 17
- 18 6. The principal shall immediately give written or actual notice to the parent or guardian and the
19 student of the right to appeal the decision to suspend for more than ten (10) days. The notice
20 shall include a statement that, unless the student's parent or guardian requests an open hearing
21 in writing within five (5) days of receipt of the notice, any hearing will be closed to the public.
22 All appeals must be filed, orally or in writing, within five (5) days after receipt of the notice
23 and may be filed by the parent or guardian, the student or any person holding a teaching license
who is employed by the school system if requested by the student.
- 24
- 25 7. The appeal from this decision shall be to disciplinary hearing authority appointed by the Board.
26 If a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the
27 Board.
- 28
- 29
- 30 8. If the suspension occurs during the last ten (10) days of any term or semester, the student shall
31 be permitted to take such final examinations or submit such required work as necessary to
32 complete the course of instruction for that semester, subject to conditions prescribed by the
33 principal.

 Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309(b)
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(1)
6. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415; Individuals with Disabilities Act Amendments of 1997 § 615

 Cross References

Traffic and Parking Controls 3.403
 Code of Conduct 6.300
 Procedural Due Process 6.302
 Interference/Disruption of School Activities 6.306
 Drug-Free Schools 6.307
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Disciplinary Hearing Authority 6.317
 Alternative School Programs 6.319

Hickman County Board of Education

Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 08/05/19
	Rescinds: 1.700	Issued: 07/10/17

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

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

7 INSTRUCTION GOALS

- 8 1. To assure that each student achieves and progresses in the basic skills of reading, writing,
9 listening, speaking, mathematical operations and problem solving;
- 10 2. To assure that each student's interest, capacities and objectives are considered in his learning
11 program;
- 12 3. To promote a plan for the organized improvement of school curriculum, including the
13 articulation between elementary and secondary schools;
- 14 4. To structure the overall instructional program to provide sufficient alternatives to meet the
15 variety of individual needs, capacities and aspirations, particularly including: individualized
16 offerings and offering that extend the learning environment into the community;
- 17 5. To provide offerings which explore a wide range of career and service opportunities;
- 18 6. To provide an integration of academic, physical, social and emotional growth experiences for
19 each student;
- 20 7. To assure all students multi-ethnic and multi-racial experiences within the curriculum;
- 21 8. To develop a comprehensive and articulated program for handicapped students involving
22 maximum inclusion in regular school programs;
- 23 9. To help student's gain understanding of themselves, as well as skills and techniques in living
24 and working with others;
- 25 10. To promote a relevant and challenging secondary school curriculum which will adequately
26 prepare the student for his vocational goals or post-secondary education;
- 27
28
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- 1 11. To promote the recognition of achievement in all endeavors (example, academic, athletic);
- 3 12. To provide an appropriate standard of achievement for graduating seniors;
- 4
- 5 13. To provide opportunities in the areas of fine arts, performing arts and practical arts; and
- 6
- 7 14. To provide opportunities that help students form attitudes and acquire habits needed for
- 8 responsible citizenship.

9 GOALS FOR TEACHERS AND ADMINISTRATION

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

25 GOALS FOR THE SCHOOL ENVIRONMENT

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

33 OPERATIONAL GOALS

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

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

Legal References

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

Cross References

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

Hickman County Board of Education

	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: 06/01/20
		Rescinds: 4.700	Issued: 10/07/19

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

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

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

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

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

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

4 TNReady⁴ and EOC⁵ scores will be included in students' final grades as follows:

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

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

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

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

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

19 Where, for a specific subject:

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

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

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

23 F = scaling factor

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

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

26 **INTEREST INVENTORIES AND CAREER ASSESSMENTS⁶**

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

29 Career aptitude assessments shall be administered to 8th graders in order to inform the student's high
30 school plan of study.

1 **TESTING INFORMATION AND PARENTAL CONSENT**

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

5 Results of all group tests shall be recorded on the students' permanent records and shall be made
6 available to appropriate personnel in accordance with established procedures.⁷

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

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

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

Legal References

- 1. TCA 49-10-108
- 2. 20 USCA § 1232(g)
- 3. TRR/MS 0520-01-03-.03(7); TRR/MS 0520-01-03-.06(1)(b)
- 4. TCA 49-1-617; State Board of Education Policy 2.102
- 5. TRR/MS 0520-01-03-.06(1)(b); State Board of Education Policy 2.103; TCA 49-1-617
- 6. Public Acts of 2019, Chapter No. 108
- 7. TCA 10-7-504
- 8. TCA 49-6-6007; State Board of Education Policy 2.102; State Board of Education Policy 2.103

Cross References

- Student Surveys, Analyses, and Evaluations 6.4001
- Student Records 6.600



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

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

2nd reading:

1.901-Charter School Applications- TSBA wanted the Board to be aware of a small recommended change to policy 1.901. Due to a recent change in state law, boards now have sixty days to take action on an amended charter application (“The local board of education has sixty (60) days from receipt of an amended application to deny or to approve the amended application”; TCA 49-13-108(b)(3)). The current policy contains a prior limit of thirty days (see pg. 3, lines 18-19). Current policy with highlighted recommended changes on page 2 is included.

1st reading:

6.313 Discipline Procedures: As to policy 6.313, the board policy regarding the code of conduct is to include information regarding exclusionary practices for pre k and k as well as trauma informed discipline practices per state law. TSBA recommends adding these provisions to the current 6.313 to comply with the requirements found in state law. Current policy with highlighted recommended changes attached.

6.316 Suspension: As to policy 6.316, “remand” and “expel/expulsion” are found throughout the policy; however, these terms correspond to TCA 49-6-3007 and relate to how the absence is coded. This is different from the ways that statutes deal with student discipline and is more focused on school funding. TSBA recommends not including these terms and allowing this policy to only cover suspensions. Current policy with highlighted recommended changes and removal of those terms attached.

1.700- School District Goals- In 2019, the General Assembly passed legislation requiring the State Board of Education to adopt a policy on educator diversity. Last week, at its February meeting, the State Board of Education adopted a policy on this topic. This policy requires local education agencies to set goals for educator diversity. TSBA is recommending that Boards revise their policies to reflect this responsibility. It has been added under Goals for Teachers and Administration in our current policy attached.

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4.700- Testing- During the special legislative session, the General Assembly passed legislation allowing local Boards to choose a weight for all TCAP exams to be included in a student's final grade from a range of 0% - 25%. If the Board would like to take advantage of this ability, TSBA recommends suspending that portion of the current policy 4.700. Suspending board policy instead of revising it would eliminate the need for the Board to change this percentage in policy 4.700 again in the future.

Up for review:

- 6.310 Dress Code
- 6.3101 Gang Activity or Association
- 6.311 Care of School Property
- 6.312 Use of Personal Communication Devices
- 6.313 Discipline Procedures
- 6.314 Corporal Punishment
- 6.315 Detention
- 6.316 Suspension/Expulsion/Remand
- 6.317 Disciplinary Hearing Authority
- 6.318 Admission of Suspended or Expelled Students
- 6.319 Alternative Education

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

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Hickman County Board of Education

Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 01/04/21
	Rescinds: 1.901	Issued: 11/04/19

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.

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.

A sponsor seeking board approval of an initial charter school application shall complete the forms
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 2) Recommend one of the following options to the board for each application: approve, reject, or
25 reject with stipulations for reconsideration; and
- 26 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.⁶
- 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 contact for any additional services.
- 13 New public charter school agreements are approved for a ten-year period.⁷ The board may revoke or
14 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
15 122.⁸

16 Denial

- 17 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within
18 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)
19 calendar days either to deny or to approve the amended application, or the application shall be deemed
20 approved by state law.⁴
- 21 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter
22 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: Dress Code	Descriptor Code: 6.310	Issued Date: 01/07/19
	Rescinds: 6.310	Issued: 05/02/11

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

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

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

10 The following guidelines shall apply:

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

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

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

- 27 • There shall be no holes in pants above the knee. Holes in the pants above the knee shall be
28 patched with similar or like material of the pants. Simply wearing an item of clothing under the
29 hole is not acceptable.
- 30 • Underclothing is not exposed by slits or holes; and
- 31 • No part of the body between shoulders and three inches above the knees is exposed.

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

Legal References

1. TCA 49-6-4215; TCA 49-1-302(2)(j)

Cross References

- Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Hickman County Board of Education

	Descriptor Term: Gang Activity or Association	Descriptor Code: 6.3101	Issued Date: 01/07/19
		Rescinds: 6.3101	Issued: 08/02/99

- 1 Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons
2 or property on school grounds or which disrupt the school environment are harmful to the educational
3 process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner
4 of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which
5 indicates or implies membership or affiliation with such a group, presents a clear and present danger.
6 This is contrary to the school environment and educational objectives and creates an atmosphere where
7 unlawful acts or violations of school regulations may occur.
- 8 Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations
9 which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in
10 physical or mental harm to students are prohibited.
- 11 The director of schools will establish procedures and regulations to ensure that any student wearing,
12 carrying or displaying gang paraphernalia,¹ or exhibiting behavior or gestures which symbolize gang
13 membership, or causing and/or practicing in activities which intimidate or affect the attendance of
14 another student shall be subject to disciplinary action.
- 15 The administration will provide in service training in gang behavior and characteristics to facilitate staff
16 identification of students at-risk and promote membership in authorized school groups and/or activities
17 as an alternative.

Legal References

1. TCA 49-6-4215

Hickman County Board of Education			
	Descriptor Term: Care of School Property	Descriptor Code: 6.311	Issued Date: 01/07/19
		Rescinds: 6.311	Issued: 08/02/99

1 Students shall help maintain the school environment, preserve school property and exercise care while
2 using school facilities.

3 All district employees shall report all damage or loss of school property to the principal or designee
4 immediately after such damage or loss is discovered. The principal or designee shall make a full and
5 complete investigation of any instance of damage or loss of school property. The investigation shall be
6 carried out in cooperation with law enforcement officials when appropriate.

7 School property is defined as buildings, buses, books, equipment, records, instructional materials or any
8 other item under the jurisdiction of the Board.

9 When the person causing damage or loss has been identified and the costs of repair or replacement have
10 been determined, the director of schools shall take steps to recover these costs. This may include
11 recommending the filing of a civil complaint in court to recover damages. If the responsible person is a
12 minor, recovery will be sought from the minor's parent or guardian.¹

13 In addition, the district may withhold the grades, diploma, and/or transcript of the student responsible
14 for vandalism or theft or otherwise incurring any debt to a school until the student or the student's
15 parent/guardian has paid for the damages.² When the minor and parent are unable to pay for the damages,
16 the district shall provide a program of voluntary work for the minor. Upon completion of the work, the
17 student's grades, diploma, and/or transcripts shall be released. Such sanctions shall not be imposed if
18 the student is not at fault.

Legal References

1. TCA 37-10-101
2. TRR/MS 0520-01-03-.03(13)

Cross References

- Visitors to the School 1.501
Security 3.205
Student Fees and Fines 6.709

Hickman County Board of Education

Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code: 6.312	IssuedDate: 02/03/20
	Rescinds: 6.312	Issued: 05/06/19

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

Hickman County Board of Education

	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 12/02/19
		Rescinds: 6.313	Issued: 01/07/19

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

3 The following levels of misbehavior and disciplinary procedures and options are designed to protect all
4 members of the educational community in the exercise of their rights and duties.¹

5 **MISBEHAVIORS: Level I**

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

9 *Examples (not an exclusive listing):*

10 Classroom disturbances

11 Classroom tardiness

12 Cheating and lying

13 Abusive language

14 Nondefiant failure to do assignments or carry out directions

15 Wearing while on the grounds of a public school during the regular school day, clothing that

16 exposes underwear or body parts in an indecent manner that disrupts the learning environment²

17 Harassment (Sexual, Racial, Ethnic, Religious)

18 *Disciplinary Procedures:*

19 Immediate intervention by the staff member.

20 Determine what offense was committed and its severity.

21 Determine offender and that he/she understands the nature of the offense.

22 Employ appropriate disciplinary options.

23 Record of the offense and disciplinary action maintained by staff member.

24 *Disciplinary Options:*

25 Verbal reprimand

26 Special Assignment

27 Restricting activities

28 Assigning work details

29 Counseling

30 Withdrawal of privileges

- 1 Issuance of demerits which might affect citizenship or department grades
- 2 Strict supervised study
- 3 Detention
- 4 Corporal punishment
- 5 In-school suspension
- 6 Out-of-school suspension

7 MISBEHAVIORS: Level II

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

12 *Examples* (not an exclusive listing):

- 13 Continuation of unmodified Level I behaviors
- 14 School or class tardiness
- 15 Use of tobacco, vaping, or e-cigarettes
- 16 Using forged notes or excuses
- 17 Disruptive classroom behavior
- 18 Harassment (Sexual, Racial, Ethnic, Religious)

19 *Disciplinary Procedures:*

- 20 Student is referred to principal for appropriate disciplinary action.
- 21 Principal meets with student and teacher.
- 22 Principal hears accusation made by teacher, permits student the opportunity of explaining
- 23 his/her conduct, denying it or explaining any mitigating circumstances.
- 24 Principal takes appropriate disciplinary action and notifies teacher of action.
- 25 Record of offense and disciplinary action maintained by principal.

26 *Disciplinary Options:*

- 27 Teacher/schedule change
- 28 Modified probation
- 29 Behavior modification
- 30 Social probation
- 31 Peer counseling
- 32 Referral to outside agency
- 33 In-school suspension
- 34 Transfer
- 35 Detention
- 36 Suspension from school-sponsored activities or from riding school bus
- 37 Corporal punishment
- 38 Restricting school related honors student is otherwise due
- 39 Out-of-school suspension not to exceed ten (10) days.

1 MISBEHAVIORS: Level III

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

4 *Examples* (not an exclusive listing):

5 Continuation of unmodified Level I and II behaviors

6 Fighting (simple)

7 Vandalism (minor)

8 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes drugs, and/or
9 alcohol

10 Stealing

11 Threats to others

12 Harassment (Sexual, Racial, Ethnic, Religious)

13 *Disciplinary Procedures:*

14 Student is referred to principal for appropriate disciplinary action.

15 Principal meets with student and teacher.

16 Principal hears accusation by accusing party and permits offender the opportunity of explaining
17 conduct.

18 Principal takes appropriate disciplinary action.

19 Principal may refer incident to director of schools and make recommendations for
20 consequences.

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

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

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

26 *Disciplinary Options:*

27 In-school suspension

28 Detention

29 Corporal punishment

30 Restitution from loss, damage or stolen property

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

32 Social adjustment classes

33 Transfer

34 Expulsion

35 MISBEHAVIORS: Level IV

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

5 *Examples* (not an exclusive listing):

6 Unmodified Level I, II and III behaviors
7 Death threat (hit list)
8 Bomb threat
9 Extortion
10 Possession/use/transfer of dangerous weapons *
11 Assault that results in bodily injury upon any teacher, principal, administrator, any other
12 employee of the school, or a school resource officer*
13 Aggravated assault*
14 Vandalism
15 Theft/possession/sale of stolen property
16 Arson
17 Possession of unauthorized substances *
18 Use/transfer of unauthorized substances
19 Harassment (Sexual, Racial, Ethnic, Religious)

20 *Disciplinary Procedures:*

21 Principal confers with appropriate staff members and with the student.
22 Principal hears accusation by accusing party and permits offender opportunity of explaining
23 conduct.
24 Parents are notified.
25 Law enforcement officials are contacted.
26 Incident is reported and recommendations made to the director of schools.
27 Complete and accurate reports are submitted to the director of schools.
28 Student is given hearing before disciplinary hearing authority.

29 *Disciplinary Options*

30 Expulsion
31 Alternative schools
32 Other hearing authority or Board action which results in appropriate placement
33 * Expulsion/Remand for a period of not less than one (1) calendar year subject to modification
34 by the director of schools on a case-by-case basis.

35 **ADDITIONAL GUIDELINES:**

36 1. A student shall not be suspended solely because charges are pending against him/her in
37 juvenile or other court.

38 2. A principal shall not impose successive short term suspensions that cumulatively exceed ten
39 (10) days for the same offense.2

- 1 3. A teacher or other school official shall not reduce or authorize the reduction of a student's
2 grade because of discipline problems except in department or citizenship.
- 3 4. A student shall not be denied the passing of a course or grade promotion solely on the basis
4 of failure to:
- 5 a. pay any activity fee;
- 6 b. pay a library or other school fine; or
- 7 c. make restitution for lost or damaged school property.
- 8 * Zero tolerance offenses

Legal References

1. TCA 49-6-4005; Public Acts of 2018, Chapter No. 958
2. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
3. TCA 49-6-4009

Cross References

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

Hickman County Board of Education			
	Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 01/07/19
		Rescinds: 6.314	Issued: 10/01/18

1 The principal or assistant principal may use corporal punishment in a reasonable manner against a
 2 student for good cause in order to maintain discipline and order within the public schools in accordance
 3 with the following guidelines:¹

- 4 1. Corporal punishment shall be administered only after other less stringent measures have failed
 5 or if the conduct of a student is of such nature that corporal punishment is the only reasonable
 6 form of punishment under the circumstances;
 7
- 8 2. The instrument to be used shall be approved by the principal;
 9
- 10 3. Corporal punishment shall be administered in the presence of another professional employee;
 11
- 12 4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
 13 the apparent motive and disposition of the student, and the influence of the student's example
 14 and conduct on others;
 15
- 16 5. Corporal punishment shall only be administered when the school has received written parental
 17 permission and followed procedures for the appropriate grade band.

18 **GRADES K – 8:**

19 Parents of students that persist in violating the school rules and discipline policy in grades K-4 may
 20 request corporal punishment for their child. The principal or assistant principal will use corporal
 21 punishment only if the parents have signed a permission form. The principal or assistant principal will
 22 use customary discretion in the administration of the corporal punishment, but no student should receive
 23 more than three (3) licks on any given day. Consideration shall be given to the age, size, emotional
 24 condition, and physical condition of the child.

25 **GRADES 9 – 12:**

26 No corporal punishment will be administered to a student in grades 9-12. Alternative forms of
 27 punishment/suspension will be provided.

28 **STUDENTS WITH DISABILITIES**

29 If a student has a disability, corporal punishment shall be administered only when the school has received
 30 written parental permission. The parental permission must include the type of corporal punishment that
 31 is allowed and the circumstances under which it is permitted. This information will be kept on file at the

- 1 school. It may be revoked at any time. The principal shall notify the parent(s)/guardian(s) any time
2 corporal punishment is used.
- 3 A disciplinary record shall be maintained and shall contain the name of the student, the type of
4 misconduct, the type of corporal punishment administered, the name of the person administering the
5 punishment, the name of the witness present, and the date and time of the punishment.
- 6 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
7 students, whichever is appropriate.
- 8 The Director of Schools shall develop administrative procedures to implement this policy, including
9 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402;
Public Acts of 2018, Chapter No. 900

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: Detention	Descriptor Code: 6.315	Issued Date: 01/07/19
		Rescinds: 6.315	Issued: 08/02/99

1 Students may be detained before or after the school day as a means of disciplinary action.

2 The following guidelines shall be followed:

- 3 1. The student will be given at least one (1) day of notice before detention;
- 4
- 5 2. Parents will be informed before detention takes place;
- 6
- 7 3. Students in detention will be under the supervision of certified staff members;
- 8
- 9 4. Detention will not exceed one (1) hour after the official closing of the school day for students up
- 10 to the fourth (4th) grade and two hours for students in grades 5-12, but may be administered
- 11 several days in succession; and
- 12
- 13 5. Teachers must have the approval of the principal before detaining a student.

Cross References

Code of Conduct 6.300

Hickman County Board of Education

	Descriptor Term: Suspension/Expulsion/Remand	Descriptor Code: 6.316	Issued Date: 01/07/19
		Rescinds: 6.316	Issued: 08/05/13

1 DEFINITIONS:¹

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

5 **Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)
6 days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute
7 expulsion.

8 **Remand:** assignment to an alternative school.

9 REASONS FOR SUSPENSION/EXPULSION:

10 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any
11 student from attendance at school or any school-related activity on or off campus or from attendance at
12 a specific class or classes, or from riding a school bus, without suspending such student from
13 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited
14 to:²

- 15 1. Willful and persistent violation of the rules of the school;
- 16 2. Immoral or disreputable conduct, including vulgar or profane language;
- 17 3. Violence or threatened violence against the person of any personnel attending or assigned to
18 any school;
- 19 4. Willful or malicious damage to real or personal property of the school, or the property of any
20 person attending or assigned to the school;
- 21 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 22 6. Possession of a pistol, gun or firearm on school property;³
- 23 7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
- 24 8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar,
25 obscene or threatening language;
- 26
27

- 1 9. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³
- 2
- 3 10. Engaging in behavior which disrupts a class or school-sponsored activity;
- 4
- 5 11. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
- 6 explosive or destructive device including chemical weapons on school property or at a school
- 7 sponsored event;
- 8
- 9 12. One (1) or more students initiating a physical attack on an individual student on school
- 10 property or at a school activity, including travel to and from school;
- 11
- 12 13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
- 13 persons or property or disrupts the educational process; and
- 14
- 15 14. Any other conduct prejudicial to good order or discipline in any school.

16 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-
17 defense under a reasonable belief that the student, or another to whom the student was coming to the
18 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,
19 the student may not face any disciplinary action.⁴

20 **IN-SCHOOL SUSPENSION:⁵**

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

29 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:⁶**

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

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

 Legal References

1. TCA 49-6-3007(g)
2. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
3. TCA 49-6-4216; TCA 39-17-1309(b)
4. TCA 49-6-3401(i)
5. TCA 49-6-3401(b)(1)
6. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415; Individuals with Disabilities Act Amendments of 1997 § 615

 Cross References

Traffic and Parking Controls 3.403
 Code of Conduct 6.300
 Procedural Due Process 6.302
 Interference/Disruption of School Activities 6.306
 Drug-Free Schools 6.307
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Disciplinary Hearing Authority 6.317
 Alternative School Programs 6.319

Hickman County Board of Education

	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 01/07/19
		Rescinds: 6.317	Issued: 07/07/14

1 A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended
2 for more than ten (10) school days. ¹ The Board shall appoint members to the DHA which shall consist
3 of three (3) members, (maximum number must not exceed total membership of Board) at least one (1)
4 of whom shall be a licensed employee of the board, and such appointments are for one (1) year terms
5 and subject to reappointment. Board members shall not serve on the DHA.

6 The director of schools shall appoint a chairman of the DHA from the members appointed by the
7 Board. The chairman shall perform the following duties:

- 8 1. Set the time, place and date for each hearing;
- 9 2. Maintain order and structure during each hearing; and
- 10 3. Prepare, sign, and disseminate the minutes of each meeting.

11 Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide
12 written notification to the parent or guardian of the student, the student, and any other appropriate
13 person of the time, place and date of the hearing. The hearing must be held no later than ten (10) days
14 after the beginning of the suspension. ¹

15 The DHA may take the following disciplinary actions: ²

- 16 1. Affirm the decision of the school principal;
- 17 2. Order removal of the suspension unconditionally;
- 18 3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
- 19 4. Assign the student to alternative program; or
- 20 5. Suspend the student for a specified period of time.*

21 Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher or
22 assistant principal may request a review by the Board, and the Board shall review the record.
23 Following the review, the Board may grant or deny the request for a hearing or affirm or overturn the
24 decision of the DHA with or without a hearing. The Board shall not impose a more severe penalty
25 than that imposed by the DHA without first providing an opportunity for a hearing before the Board. ³

- 1 The notice of the hearing shall include a statement that, unless the student's parent or guardian requests
2 an open hearing in writing within five (5) days of receipt of the notice, the hearing shall be closed to
3 the public. ³
- 4 * Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or
5 assignment to alternative placement for a calendar year unless modified by the director of schools.

Legal References

1. TCA 49-6-3401(c)(4)(A)
2. TCA 49-6-3401(c) (5)
3. TCA 49-6-3401(c)(6)

Cross References

- Procedural Due Process 6.302
Suspension/Expulsion/Remand 6.316

Hickman County Board of Education

	Descriptor Term: <p style="text-align: center;">Admission of Suspended or Expelled Students</p>	Descriptor Code: <p style="text-align: center;">6.318</p>	Issued Date: <p style="text-align: center;">01/07/19</p>
		Rescinds: <p style="text-align: center;">6.318</p>	Issued: <p style="text-align: center;">10/02/00</p>

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled or
- 2 suspended from another school system in Tennessee or another state even though the student has
- 3 established residency in the system in which s/he seeks enrollment.

- 4 After a request for enrollment is made, the director of schools shall investigate the facts surrounding the
- 5 suspension/expulsion from the former school system and make a recommendation to the Board to
- 6 approve or deny the request.

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

- 8 If the action of the Board is to deny admission, the director of schools shall, on behalf of the Board of
- 9 Education, notify the Commissioner of Education of the decision.

- 10 Any school system that accepts enrollment of a student from another school system may dismiss the
- 11 student if it is determined subsequent to the enrollment that the student has been suspended or expelled
- 12 from the former school system.¹

Legal References

1. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
 Student Records 6.600-604

Hickman County Board of Education			
	Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 10/05/20
		Rescinds: 6.319	Issued: 01/07/19

1 *General*

2 The Board shall operate an alternative school program for students in grades 6-12 who have been
 3 suspended or expelled from regular school programs, or in lieu of suspension or expulsion for students
 4 who display inappropriate behavior (Grade 6 - Zero Tolerance only).¹ Attendance in alternative school
 5 programs shall be mandatory and students attending an alternative school located other than at their
 6 home school shall provide their own transportation.

7 An alternative school is a short-term intervention program designed to provide educational services
 8 outside the regular school program for students who have been suspended or expelled. The alternative
 9 school is located in a separate facility from the regular school program.

10 Alternative school programs shall be operated in accordance with state laws and the rules of the State
 11 Board of Education, and instruction shall proceed as nearly as practicable in accordance with the
 12 instructional programs at the student's home school.²

13 The director of schools shall develop procedures that provide appropriate educational opportunities for
 14 all students assigned to an alternative education program. These educational opportunities shall utilize
 15 Tennessee's academic standards, incorporate innovative teaching strategies, deliver research-based
 16 instructional techniques, and provide the resources necessary to foster student learning and
 17 achievement.

18 Annually, the director of schools/designee shall submit the following information to the Department of
 19 Education:

- 20 1. Alternative school(s) or program(s) currently in operation in the district;
- 21
- 22 2. Number and grade level of students served in an alternative education program;
- 23
- 24 3. Primary reason for student assignment to an alternative education program; and
- 25
- 26 4. Number of faculty and staff serving each alternative education program.

27 **ASSIGNMENT³**

28 Prior to the assignment of the student to an alternative school program, the director of schools/designee
 29 shall provide written notice to the student's parent/guardian stating the reason for the student's
 30 placement.⁴

31 Placement in an alternative education setting shall be reserved for students who significantly disrupt
 32 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is

1 suspected of having a disability, all state and federal laws, rules, and regulations related to special
2 education shall be followed. The director of schools/designee shall develop procedures regarding
3 placement of students in the program, taking in to consideration the impact of exclusionary discipline
4 practices.⁵

5 Attendance in alternative school programs shall be mandatory, and students attending an alternative
6 school located outside of the school district shall provide their own transportation.

7 The director of schools/designee shall monitor and regularly evaluate the academic progress of each
8 student enrolled in an alternative education program.

9 **TRANSITION PLANS⁶**

10 The director of schools/designee shall develop procedures regarding the implementation of transition
11 plans for the integration of students entering and exiting the program.

Legal References

1. TCA 49-6-3402(a); Public Acts of 2020, Chapter No. 603; TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. Public Acts of 2020, Chapter No. 603
4. TRR/MS 0520-01-02-.09(9)(i)
5. TRR/MS 0520-01-02-.09(9)(h)
6. TRR/MS 0520-01-02-.09(m)

Cross References

Special Education 4.202
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Special Education Students 6.500

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name East Hickman Middle Softball Team

Proposed fundraising activities: Sell Banners to go
around the softball field fence

Purposed Uses of funds raised
uniforms, fix & upkeep fields, buy new
equipment

Expected student involvement (school-wide or specific school organization) _____
softball players & parents

Method by which school will receive profit cash, checks

Requested by Kenny Long Head Coach
EHMS Softball Date 1-5-21
Name/Title

Approved by Bryan Angh Date 1/26/2021
Principal

Approved by Michelle Helver Date 1/28/2021
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 EHIS Library

Proposed fundraising activities: In-person Book Fair
Spring, March 8-12

Purposed Uses of funds raised purchasing books, teacher
resources, etc. for use of EHIS ^{teachers} and ^{students}

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

Method by which school will receive profit payment during
the one week fair through cash/check, ~~credit~~

Requested by Derek Hale Date 1/27/2021
Name/Title

Approved by Mary Sidwell Date 1-28-21
Principal

Approved by Michelle Hebert Date 1/28/21
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: sell valentine items

Purposed Uses of funds raised
Teacher Appreciation Week

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

Method by which school will receive profit Cash

Requested by Beth Copley Date 1/25/21
Name/Title

Approved by Lina S. Shupier Date 1-26-21
Principal

Approved by Michelle Hebert Date 1/28/21
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Football

Proposed fundraising activities: Card Sales (Adrenaline)

Purposed Uses of funds raised
Paint, Sand, Maintenance, equipment, helmets

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

Football - Middle and High

Method by which school will receive profit check

Requested by Rodger E. McDonald Date 2-4-21
Name/Title

Approved by Ken A. Enf Date 2/4/2021
Principal

Approved by Michelle Hebert Date 2/4/21
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Football Cheerleading

Proposed fundraising activities: "donation drive" They will scratch

off a circle, donate the shown amount, and receive a bulldog bracelet in return. Donors may scratch off more than one circle.

Purposed Uses of funds raised

New uniforms, bags, homecoming supplies, buses

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

Cheerleaders

Method by which school will receive profit Cash, Check

Requested by Tori McClanahan
Name/Title

Date 2-1-2021

Approved by Kei D. Euf
Principal

Date 2/2/2021

Approved by Michelle Gilbert
Director of Schools*

Date 2/3/21

* 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.

Customize Your Wristband

Choose a color & add a message

Front



Back



First, choose a style:

- [Classic](#)
- [Flat Classic](#)
- [Super Rush](#)
- [Ultra Thin](#)
- [Ultra Wide](#)
- [Wide](#)
- [Die Cut](#)



Most Popular!

Classic SILICONE WRISTBAND

Our most popular silicone wristband! The Classic Wristband is used for fundraising, promotional, and awareness campaigns. Free shipping available on orders of 5+ pieces!

TIPS

- 1/2" wide are most popular with fundraisers.
- 1" wide are best for retail sale.

Next, pick a color:

Current color: Red 1795

Standard Colors



\$118 for 400

Glow

TIPS

- If you don't see the color you're looking for request it in the Design Notes box

Finally, personalize!

FRONT MESSAGE

Bulldogs

BACK MESSAGE

HCHS



TIPS

- Try your message in UPPERCASE!
- If it looks like a letter(s) is

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Graduation Fund

Proposed fundraising activities: Lip Sync Battle

Purposed Uses of funds raised
Help pay for graduation

CASH EXPRESS
888-899-0399
Get w/ me about
COVID Protocols
before we advertise
Beane

Expected student involvement (school-wide or specific school organization) entire school
separate performances (Covid Capacity) -

Method by which school will receive profit ticket sales to community
& students (sale based on Covid Capacity
restrictions)

Requested by Tracy Peth
Name/Title

Date 2/5/21

Approved by Mark Beane
Principal

Date 2/5/21

Approved by Michelle Helbert
Director of Schools*

Date 2/11/21

* 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 Library

Proposed fundraising activities: Book Fair

2-26 to 3-5, 2021

Purposed Uses of funds raised Library supplies

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

School - wide

Method by which school will receive profit Cash

Requested by Kathy Brown Date 2/9/21
Name/Title Librarian

Approved by Ima L. Shipes Date 2/10/21
Principal

Approved by Michelle Hiebert Date 2/25/21
Director of Schools*

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

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Fundraiser

Proposed fundraising activities: Bunny Hop - April 9th

Purposed Uses of funds raised
Playground + recess area
equipment

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

Method by which school will receive profit students will collect
pledges where family + friends pay a
flat fee or "x" amount of money per lap.

Requested by Angela Campbell / Teacher Date 2-24-2021
Name/Title

Approved by Trisha Cobl Date 2/25/2021
Principal

Approved by Michelle Hixson Date 2/25/21
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Library

Proposed fundraising activities: Scholastic Book fair

March 9 - 16th

Purposed Uses of funds raised

to update the biography section

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

Will follow Covid guidelines while making
Purchases and wish lists in the library

Method by which school will receive profit Scholastic Dollars

Requested by Bethany Powers / Librarian Date 2/23
Name/Title

Approved by Emi Cannon Date 2/23/21
Principal

Approved by Michele Helbert Date 2/26/21
Director of Schools*

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