HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---August 1, 2022

The Hickman county Board of Education met on August 1, 2022, at 7:00 PM in Room 203 of the Central Office Building.

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of July 11, 2022 Regular Board Meeting Minutes

Approval of July 21, 2022 Special Called Board Meeting Minutes

Approval of Agenda

Special Recognition

- Employee of the Month
- Board Member Recognition

Communications to the Board

- Director's Report
- Financial Report
- ESSER Updates
- 2021-2022 Academic Report
- OPEB Quarterly Report

Items Requiring Board Action

- Event Request
  - HCHS JROTC
- Budget Amendments
- 2022-2023 Health and Safety Plan
- Revised Board Policies - 4.400, 4.601, 6.310 (1st Reading)
- Revised Board Policies - 1.102, 3.202, 4.101, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119, 5.200, 5.201, 5.701, 6.200, 6.318, 6.409, 1.104, 1.105, 1.204 (2nd Reading)
- Board Policy Review - 4.700--4.804
- ESSER Grant Contracts

Announcements

Adjourn

Monday, July 11, 2022
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, July 11, 2022, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Jane Herron, Tim Hobbs, Jim Hudgins, and Vance Willis.

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

Amy Bryant led the group in the Pledge of Allegiance.

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

Monday, June 6, 2022
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, June 6, 2022, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Ron Gammons, Steve Gianakos, Tim Hobbs, and Jim Hudgins. Jane Herron attended the meeting remotely. Vance Willis was absent from the meeting.

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

Ron Gammons led the group in the Pledge of Allegiance.

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

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

Tim Hobbs made a motion to approve the minutes from the special called meeting held on May 16, 2022. Steve Gianakos seconded the motion.

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

Tim Hobbs made a motion to approve the minutes from the special called meeting held on May 18, 2022. Jim Hudgins seconded the motion.
On a voice vote, the motion was approved 6-0.

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

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

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

I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Approval of May 2, 2022 Regular Board Meeting Minutes

V. Approval of May 16, 2022 Special Called Board Meeting Minutes

VI. Approval of May 18, 2022 Special Called Board Meeting Minutes

VII. Approval of Agenda

VIII. Special Recognition
- A. Employee of the Month--Jim Hudgins
- B. Principal of the Year--Ron Gammons
- C. Supervisor of the Year--Steve Gianakos
- D. Employee of the Year--Tim Hobbs
- E. Friend of Education--Amy Bryant
- F. Lifetime Transportation Award--Jim Hudgins
- G. District Championship Recognition--Tim Hobbs
- H. State Level Competitor Recognition--Steve Gianakos

IX. Communications to the Board
- A. Director's Report--Director of Schools
- B. Financial Report--Business Officer
- C. ESSER Updates--ESSER Manager
- D. Family Resource Centers– Family Resource Centers Directors
- E. Transportation Bus Routes

X. Items Requiring Board Action
- A. Trip Request
  1. EHHS HOSA National Competition–Sponsor and Students
  2. EHHS Girls/Boys Basketball Teams--Coaches and Students
- B. Board Meeting Schedule for 2022-2023--Director of Schools
- C. Annual Agenda for 2022-2023--Director of Schools
- D. ESSER Plan Revisions--Director of Schools
- E. Recommendations for Tenure--Director of Accountability
- F. Budget Amendments--Business Officer
- G. Resolution to Grant Authority to Designate Reserves--Director of Schools
- H. Grant Executive Committee Authority to Close Out Fiscal Year--Director of Schools
- I. Authorize Director of Schools to Submit Grants, Applications, Reports, Amendments, and Addenda--Director of Schools
- J. 2022-2023 142 Federal Budget--Business Officer and Federal Programs Director
- K. 2022-2023 Differentiated Pay Plan--Director of Schools
- L. 2022-2023 Pay Scales--Director of Schools

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

XI. Announcements

XII. Adjourn

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

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

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

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

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

Debbie Buchanan was recognized for the Lifetime Transportation Award.

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

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

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

Leave of Absence

Professional

Kendra Mayberry	2022-2023 school year

Support Staff

Hiring

Professional

David Carroll	HCHS Math

Support Staff

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

Anissa Western	Food Service

Resignation

Professional

Anndrea Eubanks	EHIS Teacher
Cayla Moulton	EHMS Teacher/Athletic Director
Gabrielle Horner	EHMS Teacher
Paul Ewing	EHHS Teacher
Jason Terlecki	EHHS Teacher

Support Staff

Kayla Pardue	EHHS Guidance Secretary
Jennifer Chilton	HCMS Softball Coach

Retirement

Professional

Jennifer Lynn	HCMS/HCHS Choir
Judi Culver	EHIS Special Education

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

Open Positions

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

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

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

Jim Hudgins made a motion to accept the financial report as presented. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-0.

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

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

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

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

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

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

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

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

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

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

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

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

Board Policy Review	Board Policy Review
Safety Plan Review	

August 2022

Work Session	Board Meeting
Board Policy Review	Board Policy Review

September 2022

Work Session	Board Meeting
Strategic Plan and Goals	

October 2022

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

November 2022

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

December 2022

Work Session	Board Meeting

January 2023

Work Session	Board Meeting

Set Date(s) for Board Retreat	
Board Policy Review	Board Policy Review

February 2023

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

March 2023

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

April 2023

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

May 2023

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

June 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Personnel Decisions and Placement
Annual Agenda	Annual Agenda
Meeting Schedule 2022-2023	Adopt Board Meeting Schedule 2022-2023
	Annual Budget 2022-2023 (if needed)
	Grant Executive Committee authority to close out fiscal year
Director of Schools Evaluation	Director of Schools Evaluation
	Recognize Employee of the Year and Friend of Education

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

Steve Gianakos made a motion to approve the ESSER revision of adding an LPN to the plan as presented. Tim Hobbs seconded the motion.

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

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

Amy Bryant made a motion to approve the recommendations for tenure as presented and read aloud to the Board of Education. Steve Gianakos seconded the motion.

Recommendations for Tenure

June 2022

Charlotte Boehms

Patricia Qualls

Cheri Cutelle

Kendra Mayberry

Leah Isenberg

Tracy Rivers

Rebecca Powers

Allison Gilbert

Amber Warren

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

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

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

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

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

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

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

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

Aye	Nay	Pass	Absent
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			

Tim Hobbs
Jim Hudgins
Vance Willis

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

On a roll call vote, the motion was approved 4-2-1.

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

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

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

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

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

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

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

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

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

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

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

Amy Bryant made a motion to approve the review and update of board policies 4.300-4.408. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 6-0.

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

Amy Bryant announced the changes in TSBA training.

The meeting was adjourned at 8:12 p.m.
On a voice vote, the motion was approved 6-0-1. Vance Willis passed on the motion.

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

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

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

I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. June 6, 2022 Regular Board Meeting Minutes

V. Approval of Agenda

VI. Special Recognition
- A. Employee of the Month--Jim Hudgins

VII. Communications to the Board
- A. Director's Report--Director of Schools
- B. Financial Report--Business Officer
- C. ESSER Updates--ESSER Manager
- D. School Safety Measures--School Safety Team
- E. Transportation Bus Routes
- F. 2021-2022 State Assessment Results--Academic Supervisors

VIII. Items Requiring Board Action
- A. Budget Amendments--Business Officer
- B. Close Out Budget Amendments--Business Officer
- C. 2022-2023 Consolidated Application--Federal Programs Director
- D. Recommendation for Tenure--Secondary Supervisor
- E. 2022-2023 Student Discipline Hearing Authority--Director of Schools
- F. 2022-2023 School Fees--Director of Schools
- G. 2022-2023 Nutrition Program Prices--Nutrition Coordinator and Business Officer
- H. Federal Programs Cashflow Request--Business Officer
- I. 2022-2023 BEP Teacher Scale--Director of Schools
- J. Revised Board Policies - 1.102, 3.202, 4.101, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119, 5.200, 5.201, 5.701, 5.201, 6.200, 6.318, 6.409, 1.104, 1.105, 1.204 (1st Reading)--Director of Accountability
- K. Board Policy Review - 4.500–4.608--Director of Accountability
- L. Declaration of Surplus--HCHS Basketball Program
- M. ESSER Grant Contracts--Director of Schools
- N. Employee Health Insurance

IX. Announcements

X. Adjourn

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

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

Memorandum

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

RE: July Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Cullen Homolka	EHHS Physical Education/Assistant Football Coach
Nick Bentley*	CES Physical Education
Kelly Medford	HCMS/HCHS Music
Robert Brewer*	HCHS/EHHS Career Technical Education Teacher
Tonda Gainey	EHIS ELA Teacher
Jennifer Presson	EHHS ELA Teacher
Samantha Avery	EHHS/HCHS Art Teacher
Jenny Sensing	EHIS ELA Teacher

Support Staff

Pamela Hunnicutt	EHES Sp. Ed. Assistant

Resignation

Professional

Bethany Ring	EHMS Teacher
Joseph Slaughter	EHES/EHIS Physical Education
Heather Turner	EHES Teacher
Abigail Loveless	HCMS ELA Teacher
Mason Rochelle	EHIS Physical Education Teacher

Support Staff

Preston Hall	EHMS Baseball Coach
Ray Ragan	EHHS Baseball Coach
Clay Chessor	HCHS Baseball Coach

Retirement

Professional

Support Staff

Transfers

Professional

Brandy Warren	EHMS Math to HCMS ELA
Stacia Anglin	Alternative School to CES School Counselor
Gavin Gordon	EHHS to HCHS Physical Education/Girls Basketball
Shelby Owens	HCMS ELA Teacher to Math Teacher
Chastity Lampley	HCMS ELA Teacher to Special Education
Robin DeVault	HCMS ELA Teacher to Library Steam Specialist

Support Staff

Chelsea Anglin	CES/CIS to CES Pre-K Assistant

Appointment

Professional

Joey Chilton	CTE Director
Kimberly Clark	HCMS Boys & Girls Cross-Country Coach
Gabby Poston	HCMS Girls Soccer Coach
Ben Bentley	HCHS Girls Cross-Country Coach

Support Staff

Christie Carter	HCMS Volleyball Coach
Madelyn True*	HCMS Assistant Volleyball Coach
Heather Nihoff	EHMS Volleyball Coach
Allie Burgess	EHMS Girls Basketball Coach
Adam Huffines	EHMS Asst. Football Coach
Caleb Garrett	EHMS Asst. Football Coach
Ben Green	HCMS Head Football Coach

Open Positions

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

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

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

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

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

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

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

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

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

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

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

Aye	Nay	Pass	Absent
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			

Tim Hobbs
Jim Hudgins
Vance Willis
On a roll call vote, the motion was approved 7-0.

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

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

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

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

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

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

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

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

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

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

Aye	Nay	Pass	Absent
Amy Bryant			
Ron Gammons			

Steve Gianakos
Jane Herron
Tim Hobbs
Jim Hudgins
Vance Willis
On a roll call vote, the motion was approved 7-0.

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

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

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

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

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

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

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

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

Aye	Nay	Pass	Absent
Amy Bryant			
Ron Gammons			
Steve Gianakos			
Jane Herron			

Tim Hobbs
Jim Hudgins
Vance Willis
On a roll call vote, the motion was approved 7-0.

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

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

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

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

Thursday, July 21, 2022
SPECIAL CALLED BOARD MEETING MINUTES

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

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

Amy Bryant led the group in the Pledge of Allegiance.

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

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

I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Approval of Agenda

V. Items Requiring Board Action
   A. EHES Plumbing Project Approval--Director of Schools

VI. Announcements

VII. Adjourn

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

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

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

On a roll call vote, the motion was approved 5-0-0-2.
The meeting was adjourned at 6:45 p.m.

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

I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. July 11, 2022 Regular Board Meeting Minutes

V. July 21, 2022 Special Called Board Meeting Minutes

VI. Approval of Agenda

VII. Special Recognition
- A. Employee of the Month--Jim Hudgins
- B. Board Member Recognition--Director of IsSchools

VII. Communications to the Board
- A. Director's Report--Director of Schools
- B. Financial Report--Business Officer
- C. ESSER Updates--Director of Schools
- D. 2021-2022 Academic Report--Academic Supervisors
- E. OPEB Quarterly Report–Director of Schools

VIII. Items Requiring Board Action
- A. Event Request
  1. HCHS JROTC–Sponsor and Students
- B. Budget Amendments--Business Officer
- C. 2022-2023 Health and Safety Plan--Director of Schools
- D. Revised Board Policies - 4.400, 4.601, 6.310 (1st Reading)--Director of Accountability
- E. Revised Board Policies - 1.102, 3.202, 4.101, 4.212, 4.402, 4.403, 4.406, 4.600, 5.119, 5.200, 5.201, 5.701, 6.200, 6.318, 6.409, 1.104, 1.105, 1.204 (2nd Reading)--Director of Accountability
- F. Board Policy Review - 4.700 – 4.804--Director of Accountability
- G. ESSER Grant Contracts--Director of Schools

IX. Announcements

X. Adjourn

Memorandum

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

Leave of Absence

Professional

Cary Wright	FMLA July 25-August 9, 2022

Support Staff

Hiring

Professional

Jeffery Kapke	HCHS Math/Head Baseball Coach
Caleb Brewer*	EHHS Physical Education/Head Baseball Coach
Brittany Gilbert	EHHS School Counselor
Hannah Redden	EHES/EHIS Physical Education
Gabriel Ruiz-Ballard	HCHS Spanish
Shannon Profitt	EHHS Math
Shannon Kwidkawski	HCHS English
Spencer Harris	EHMS English
Mark Gobble	EHMS Social Studies
Thomas Burkett	EHMS Science
Jayden Malugin*	EHHS Math
Madelyn Owens	CIS ELA
Emma Orton	EHES Teacher

Support Staff

Gia Lawrence	Special Education Assistant
Cassidy LaCasse	Special Education Assistant

Resignation

Professional

Teresa Tharpe	EHHS Math
Bert Buchler	EHMS Special Education
Lauren Sauls	EHMS ELA

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Joey Chilton	CTE Director

Support Staff

Christie Carter	HCMS Volleyball Coach
Madelyn True*	HCMS Assistant Volleyball Coach
Heather Nihoff	EHMS Volleyball Coach
Allie Burgess	EHMS Girls Basketball Coach
Adam Huffines	EHMS Asst. Football Coach
Caleb Garrett	EHMS Asst. Football Coach
Ben Green	HCMS Head Football Coach
Kimberly Clark	HCMS Boys & Girls Cross-Country Coach
Gabby Poston	HCMS Girls Soccer Coach
Ben Bentley	HCHS Girls Cross-Country Coach

Open Positions

1 Secondary Math Position
1 Secondary Science Position
1 K-5 position
1 Intervention Position
1 Spanish Position
2 Special Education Positions
1 Speech Language Position
1 Behavior Support Position
Bus Drivers

* Denotes a relationship under board policy 1.108. Applicants are qualified for the positions.
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141 General Purpose School

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

141 General Purpose School

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

142 School Federal Projects

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

143 Central Cafeteria

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

Fund : **142** Sub Fund : **933**

Account Number	Account Desciption	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures		Unencumbered Balance	
44000	**Other Local Revenues**								
44100	**Recurring Items**								
44170	**Miscellaneous Refunds**								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Budget
Total 44170	**Miscellaneous Refunds**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100.00 %**
Total 44100	**Recurring Items**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100.00 %**
Total 44000	**Miscellaneous Refunds**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**100.00 %**
47000	**Federal Government**								
47100	**Federal Through State**								
47401	**American Rescue Plan Act Grant #1**								
		0.00	7,854,126.08	7,854,126.08	(568,409.98)	(782,773.88)	0.00	7,071,352.20	9.97%
Total 47401	**American Rescue Plan Act**	**0.00**	**7,854,126.08**	**7,854,126.08**	**(568,409.98)**	**(782,773.88)**	**0.00**	**7,071,352.20**	**9.97 %**
Total 47100	**Federal Through State**	**0.00**	**7,854,126.08**	**7,854,126.08**	**(568,409.98)**	**(782,773.88)**	**0.00**	**7,071,352.20**	**9.97 %**
Total 47000	**American Rescue Plan Act**	**0.00**	**7,854,126.08**	**7,854,126.08**	**(568,409.98)**	**(782,773.88)**	**0.00**	**7,071,352.20**	**9.97 %**
70000	**Education**								
71000	**Instruction**								
71100	**Regular Instruction Program**								
116	Teachers	0.00	(549,290.00)	(549,290.00)	145,749.96	145,749.96	0.00	(403,540.04)	26.53%
189	Other Salaries & Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Budget
201	Social Security	0.00	(33,480.00)	(33,480.00)	8,664.08	8,664.08	0.00	(24,815.92)	25.88%
204	State Retirement	0.00	(59,400.00)	(59,400.00)	15,012.25	15,012.25	0.00	(44,387.75)	25.27%
207	Medical Insurance	0.00	(94,800.00)	(94,800.00)	23,524.00	23,524.00	0.00	(71,276.00)	24.81%
212	Employer Medicare	0.00	(7,830.00)	(7,830.00)	2,026.29	2,026.29	0.00	(5,803.71)	25.88%
399	Other Contracted Services	0.00	(1,005,000.00)	(1,005,000.00)	2,500.00	2,500.00	0.00	(1,002,500.00)	0.25%
429	Instructional Supplies And Materials	0.00	(220,000.00)	(220,000.00)	0.00	0.00	0.00	(220,000.00)	0.00%
449	Textbooks	0.00	(400,000.00)	(400,000.00)	0.00	0.00	0.00	(400,000.00)	0.00%
722	Regular Instruction Equipment	0.00	(987,785.00)	(987,785.00)	94,850.00	203,720.00	0.00	(784,065.00)	20.62%
Total 71100	**Regular Instruction Program**	**0.00**	**(3,357,585.00)**	**(3,357,585.00)**	**292,326.58**	**401,196.58**	**0.00**	**(2,956,388.42)**	**11.95 %**
71150	**Alternative Instruction Program**								
116	Teachers	0.00	(63,500.00)	(63,500.00)	21,166.66	21,166.66	0.00	(42,333.34)	33.33%
201	Social Security	0.00	(3,720.00)	(3,720.00)	0.00	0.00	0.00	(3,720.00)	0.00%
204	State Retirement	0.00	(6,800.00)	(6,800.00)	0.00	0.00	0.00	(6,800.00)	0.00%
212	Employer Medicare	0.00	(980.00)	(980.00)	306.91	306.91	0.00	(673.09)	31.32%
Total 71150	**Alternative Instruction**	**0.00**	**(75,000.00)**	**(75,000.00)**	**21,473.57**	**21,473.57**	**0.00**	**(53,526.43)**	**28.63 %**

Fund : **142** Sub Fund : **933**

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

Fund : **142** Sub Fund : **933**

Account Number	Account Desciption	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures		Unencumbered Balance	
70000	**Education**								
72000	**Support Services**								
72210	**Regular Instruction Program**								
201	Social Security	0.00	(32,550.00)	(32,550.00)	10,101.78	10,101.78	0.00	(22,448.22)	31.03%
204	State Retirement	0.00	(54,075.00)	(54,075.00)	15,541.67	15,541.67	0.00	(38,533.33)	28.74%
207	Medical Insurance	0.00	(47,400.00)	(47,400.00)	7,800.00	7,800.00	0.00	(39,600.00)	16.46%
212	Employer Medicare	0.00	(7,612.50)	(7,612.50)	1,441.31	1,441.31	0.00	(6,171.19)	18.93%
524	Inservice	0.00	(12,000.00)	(12,000.00)	0.00	0.00	0.00	(12,000.00)	0.00%
Total 72210	**Regular Instruction Program**	**0.00**	**(682,312.50)**	**(682,312.50)**	**185,774.72**	**185,774.72**	**0.00**	**(496,537.78)**	**27.23 %**
72250	**Technology**								
162	Clerical Personnel	0.00	(121,980.00)	(121,980.00)	0.00	0.00	0.00	(121,980.00)	0.00%
201	Social Security	0.00	(9,300.00)	(9,300.00)	0.00	0.00	0.00	(9,300.00)	0.00%
204	State Retirement	0.00	(16,545.00)	(16,545.00)	0.00	0.00	0.00	(16,545.00)	0.00%
212	Employer Medicare	0.00	(2,175.00)	(2,175.00)	0.00	0.00	0.00	(2,175.00)	0.00%
399	Other Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No Budget
790	Other Equipment	0.00	(105,000.00)	(105,000.00)	75,523.90	75,523.90	0.00	(29,476.10)	71.93%
Total 72250	**Technology**	**0.00**	**(255,000.00)**	**(255,000.00)**	**75,523.90**	**75,523.90**	**0.00**	**(179,476.10)**	**29.62 %**
72610	**Operation Of Plant**								
328	Janitorial Services	0.00	(48,000.00)	(48,000.00)	0.00	23,720.00	0.00	(24,280.00)	49.42%
720	Plant Operation Equipment	0.00	(770,000.00)	(770,000.00)	0.00	0.00	0.00	(770,000.00)	0.00%
Total 72610	**Operation Of Plant**	**0.00**	**(818,000.00)**	**(818,000.00)**	**0.00**	**23,720.00**	**0.00**	**(794,280.00)**	**2.90 %**
Total 72000	**Support Services**	**0.00**	**(2,131,537.50)**	**(2,131,537.50)**	**330,133.73**	**360,103.73**	**0.00**	**(1,771,433.77)**	**16.89 %**
73000	**Operation Of Non-Instructional Services**								
73100	**Food Service**								
710	Food Service Equipment	0.00	(200,000.00)	(200,000.00)	0.00	0.00	0.00	(200,000.00)	0.00%
Total 73100	**Food Service**	**0.00**	**(200,000.00)**	**(200,000.00)**	**0.00**	**0.00**	**0.00**	**(200,000.00)**	**0.00 %**
Total 73000	**Operation Of Non-Instructional**	**0.00**	**(200,000.00)**	**(200,000.00)**	**0.00**	**0.00**	**0.00**	**(200,000.00)**	**0.00 %**
76000	**Capital Outlay**								
76100	**Regular Capital Outlay**								
321	Engineering Services	0.00	(60,000.00)	(60,000.00)	0.00	0.00	0.00	(60,000.00)	0.00%
399	Other Contracted Services	0.00	(240,000.00)	(240,000.00)	0.00	0.00	0.00	(240,000.00)	0.00%
706	Building Construction	0.00	(421,235.20)	(421,235.20)	0.00	0.00	0.00	(421,235.20)	0.00%
707	Building Improvements	0.00	(1,136,768.38)	(1,136,768.38)	0.00	0.00	0.00	(1,136,768.38)	0.00%
Total 76100	**Regular Capital Outlay**	**0.00**	**(1,858,003.58)**	**(1,858,003.58)**	**0.00**	**0.00**	**0.00**	**(1,858,003.58)**	**0.00 %**

Fund : **142** Sub Fund : **933**

Account Number	Account Desciption	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures		Unencumbered Balance	
70000	**Education**								
76000	**Capital Outlay**								
Total 76000	**Capital Outlay**	0.00	(1,858,003.58)	(1,858,003.58)	0.00	0.00	0.00	(1,858,003.58)	0.00 %
Total 70000	**Regular Capital Outlay**	0.00	(7,854,126.08)	(7,854,126.08)	643,933.88	782,773.88	0.00	(7,071,352.20)	9.97 %
Total For Fund:	**142**	0.00	0.00	0.00	75,523.90	0.00	0.00	0.00	100.00 %

141 General Purpose School

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

141 General Purpose School

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

142 School Federal Projects

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

143 Central Cafeteria

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

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

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

Definitions:

1. Beginning Value: The total account value at the start of business on the first day of the specified reporting period.

2. Additions: All credits to the account in which total account value is increased within the specified reporting period.

3. Contributions: The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.

4. Dividends and Interest: The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE**: Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.

5. Withdrawals: The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.

6. TSBA Fee: The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.

7. MS Fees: The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.

8. System Distributions: The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.

9. Unadjusted Investment Earnings: The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.

10. Ending Value: The Account Value at the end of business on the last day of the specified reporting period.

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

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	**0.00**	

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

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

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

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

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

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can chose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested. External Assets - Certain assets listed in this view are based upon information provided by you, your client or other external sources and are not part of accounts that you manage at Morgan Stanley. Assets not held with Morgan Stanley may not be covered by SIPC protection or by additional protection under Morgan Stanleyâ€™s excess insurance coverage plans. Morgan Stanley may include information about these external assets in this view solely as a service to you, and Morgan Stanley is not responsible for the accuracy of any information provided by external sources, including but not limited to, you, your client or another financial institution. You are responsible for ensuring the accuracy of such information. Generally, any financial institution that holds securities is responsible for year-end reporting (Internal Revenue Service (IRS) Form 1099) and separate periodic statements, which may vary from Morgan Stanley's information due to different tax reporting periods.

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Hickman County Schools Board Agenda Item Request

Date: 25-Jul-22

Name of School: Hickman County High School

Item Requested: Raider Meet

Explanation: HCHS JROTC request permission to host a Raider Meet on 03 SEP 2022 at Hickman County High School in accordance with Cadet Command Regulation 145-2. The event will begin at 0700hrs (7:00 am) and will conclude by 1700hrs (5:00 pm). This meet will host the members of the new Natchez Trace Military Sports District (Indenpendence, Centennial, Creekwood, Dickson, Hickman)

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

LTC, USA

Signature of Building Principal

Principal HCHS

COVID-19 Updated Protocols
8/1/22
*All protocols are subject to change.

Positive Cases of COVID-19
Based on the latest guidance from the Tennessee Department of Health, that is linked below, positive cases are required to isolate. Students will continue their school work through remote learning if it is feasible for the student.

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

Tennessee Department of Health Guidelines

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

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

Tennessee Department of Health Guidelines

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

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

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

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

1st Reading:

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

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

Policy 6.310 Dress Code- clarification to the policy see attached

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

Policy 1.102 - Board Members

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

Policy 3.202 - Emergency Preparedness Plan

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

Policy 4.101 - Instructional Standards

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

931-729-3391 ext. 2226 *misty.shelton@hickmank12.org* *fax 931-729-3834*

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

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

Policy 4.212 - Virtual Education Program

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

Policies 4.402 and 4.403 - Reconsideration of Materials

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

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

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

Policy 4.406 - Use of the Internet

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

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

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

Policy 5.201 - Separation Practices for Non-Tenured Teachers

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

Policy 6.200 - Attendance

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

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

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

Policy 6.409 - Reporting Child Abuse

Public Chapter 841 narrows the category of individuals who must receive training on child abuse. In **the past, state law required all school personnel to receive this training, but moving forward, this training will only be required for employees working directly with students.**
Additionally, Public Chapter 781 allows employees to first report to the Department of Children's Services and law enforcement if an alleged instance of child abuse involves someone employed by, previously employed by, or otherwise affiliated with the school district. The district's Child Abuse Coordinator must still be notified; however, in those particular instances, they are not required to be notified until the other entities are contacted.

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

Up for Review:
4.700 Testing Programs
4.701 Maintaining Test Security
4.702 Evaluations of Instrtuctional Programs
4.800 Controversial Issues
4.801 Controversial Material
4.802 Student Equal Access
4.803 Recognition of Religous Beliefs, Customs, and Holidays
4.804 Religious Content of Courses

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

931-729-3391 ext. 2226 *misty.shelton@hickmank12.org* *fax 931-729-3834*

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Hickman County Board of Education

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

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

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

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

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

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

Hickman County Board of Education

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

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

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

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

~~DRIVER'S LICENSE REVOCATION~~[2]

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

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

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

PARENT CONFERENCES

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

Conferences shall be physically accessible to all students, parents and/or guardians.[4]

Legal References

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

Cross References

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

Hickman County Board of Education

	Descriptor Term: **Dress Code**	Descriptor Code: **6.310**	Issued Date: **03/01/21**
		Rescinds: **6.310**	Issued: **01/07/19**

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

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

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

The following guidelines shall apply:

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

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

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

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

Any questionable attire would be left to the discretion of the principal.

The above rules would allow shorts for both girls and boys and sleeveless tops which cover the shoulders (but not tank tops). Skirts would have to be at least as long as shorts in order to be acceptable.

Administrative policies are to be developed by each school to address options and penalties for violation of the above guidelines.

Legal References

1. TCA 49-6-4215

Cross References

Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

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

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

1st Reading:

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

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

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

Policy 4.101 - Instructional Standards

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

931-729-3391 ext. 2226 *misty.shelton@hickmank12.org* *fax 931-729-3834*

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

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

Policy 4.212 - Virtual Education Program

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

Policies 4.402 and 4.403 - Reconsideration of Materials

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

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

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

Policy 4.406 - Use of the Internet

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

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

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

Policy 5.201 - Separation Practices for Non-Tenured Teachers

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

Policy 6.200 - Attendance

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

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

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

Policy 6.409 - Reporting Child Abuse

Public Chapter 841 narrows the category of individuals who must receive training on child abuse. In **the past, state law required all school personnel to receive this training, but moving forward, this training will only be required for employees working directly with students.**
Additionally, Public Chapter 781 allows employees to first report to the Department of Children's Services and law enforcement if an alleged instance of child abuse involves someone employed by, previously employed by, or otherwise affiliated with the school district. The district's Child Abuse Coordinator must still be notified; however, in those particular instances, they are not required to be notified until the other entities are contacted.

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

Up for Review:
4.700 Testing Programs
4.701 Maintaining Test Security
4.702 Evaluations of Instrtuctional Programs
4.800 Controversial Issues
4.801 Controversial Material
4.802 Student Equal Access
4.803 Recognition of Religous Beliefs, Customs, and Holidays
4.804 Religious Content of Courses

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

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Hickman County Board of Education

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

The legal status of board members shall be as follows:[1]

NUMBER[1]

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

QUALIFICATIONS

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

1. Graduation from high school or receipt of a GED or HiSET;[3] and

2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying deadline for running as a candidate.[4]

Members of the county legislative body and other county governmental officials shall not be eligible for election as members of the county Board of Education.[5]

TERMS OF OFFICE

Members of the Board shall serve four (4) year terms.[1]

METHOD OF ELECTION

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

VACANCIES

Vacancies shall be declared to exist on account of death, resignation, removal from the district which elected him, removal from the school system or through due process proceedings.[6]

When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the County Commission.[7] Such appointment shall continue until the next regular election.

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

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

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

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

FIRE AND SAFETY DRILLS

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

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

ARMED INTRUDER DRILLS

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

AED DRILLS[5]

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

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

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

MEDICAL EMERGENCIES/PANDEMIC FLU[6]

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

REMOTE LEARNING DRILLS[7]

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

Legal References

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

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Board of Education

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

General

The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or federal law shall be taught.[1] The Director of Schools shall develop administrative procedures to implement this policy.

STATE STANDARDS[2]

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

1. Instructional materials, textbooks, or supplemental materials created to align exclusively with Common Core; or

2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise identified as Common Core textbooks or instructional materials.

CURRICULUM AND INSTRUCTIONAL PROGRAMMING

All curriculum and instructional programming implemented in the school district shall adhere to state and federal laws. District employees shall not include or promote any concepts that would violate state law when providing instruction, using instructional or supplemental materials, or when implementing the instructional program and curriculum.[1]

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

Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the regulation developed by the Tennessee Department of Education.[3]

Legal References

Cross References

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

Controversial Issues 4.800
Controversial Materials 4.801

Hickman County Board of Education

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

General

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

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.[2]

Virtual education programs[3] shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;

2. Continuity of educational service for students who are homebound;[4]

3. Continuity of educational service for students who are quarantining;[5] and

4. Continuity of educational service for students enrolled in an alternative school;[6] or

5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law.[7]

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

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

1. Attendance;

2. Grades; and

3. Technology survey.

ATTENDANCE

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

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

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;

2. Students participating in synchronous virtual instruction;

3. Students completing work in a learning management system; or

4. Students submitting work via hard-copy or virtual formats.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

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

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

1. Notification of parent/guardian;

2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance; and

3. One-on-one virtual support sessions with the student.

ENROLLMENT AGREEMENT

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

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

Cross References
Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210

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

Alternative Education 6.319

Remove + make it admin.

Hickman County Board of Education

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

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

OBJECTIVES OF SELECTION

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

1. To provide materials that will enrich and support the curriculum and personal needs of the students, taking into consideration their varied interests, abilities and learning styles;

2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

3. To provide a background of information which will enable students to make intelligent judgments in their daily lives;

4. To provide materials on opposing sides of controversial issues so that the students may develop under guidance the practice of critical analysis;

5. To provide materials which realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage;

6. To place principles above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the students.

RESPONSIBILITY FOR MATERIALS SELECTION

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

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

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

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

SELECTION CRITERIA AND PROCEDURES

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

1. The librarian in each school is responsible for selecting books and materials for her school;

2. Selection shall be a continuing process throughout the school year as new suggestions of staff members and students are evaluated and materials already purchased are reevaluated to determine their current or lasting contributions to the educational program of the school; and

3. Gift materials shall be judged upon the same basis as the library media center's own purchases. Gift materials meeting the selection standards may be accepted with the recommendation of the library media specialist and the approval of the principal.

Legal References

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

Cross References

Controversial Materials 4.801

Hickman County Board of Education

	Descriptor Term: **Reconsideration of Instructional Materials and Textbooks**	Descriptor Code: ~~4.403~~ 4.402	Issued Date: 03/02/20
		Rescinds: 4.403	Issued: 01/08/18

The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States[1] and expressed in the *Library Bill of Rights* of the American Library Association.

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

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a formal "Request for Reconsideration of Instructional Materials".

3. Inform the director of schools (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

5. Upon receipt of the completed form, the principal requests review of the challenged materials by an ad hoc materials review committee within fifteen (15) working days, and notifies the appropriate supervisor and director of schools that such review is being done. The review committee is appointed by the principal, and includes certificated library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students.

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

   a. Read, view or listen to the material in its entirety;
   b. Check general acceptance of the material by reading recognized and evaluative reviews;
   c. Determine the extent to which the material supports the curriculum;
   d. Complete the appropriate "Checklist for Reconsideration of Instructional Materials", judging the material for its strength and value; and
   e. Present recommendation to principal for further action and to the director of schools for purposes of information.

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

Legal References

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

Cross References

Textbooks 4.401
School and System Websites 4.407
Controversial Materials 4.801

Adopt + Replace

Click here to choose a school board.			
Monitoring: **Review: Annually, in November**	Descriptor Term: **Library Materials**	Descriptor Code: **4.403**	Issued Date:
		Rescinds:	Issued:

General

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

[Note: The Board can include local standards.]

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, and/or artistic value and merit; and

4. The collection as a whole shall offer a variety of viewpoints.

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

COMPLAINTS

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

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

3. Inform the principal (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

5. Upon receipt of the completed form, the principal shall notify the Director of Schools.

6. The principal shall request review of the challenged materials by an ad hoc materials review committee within **[insert number]** days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or

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

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

    a. Read, view, or listen to the contested material in its entirety;
    b. Check general acceptance of the material by reading recognized and evaluative reviews;
    c. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school;
    d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
    e. Present a recommendation to the Director of Schools and the Board.

8. The Board shall review the recommendation presented by the review committee and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

9. If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the Board shall require the school to remove the material from the library collection.

Legal References

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

Cross References

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

Hickman County Board of Education

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

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

Employees

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

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

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

Students

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

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:[1]

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

INTERNET SAFETY MEASURES[2]

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

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

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

- Utilizing technology that filters, blocks or otherwise prevents internet access (for both students and adults) to material that is obscene, child pornography [3] or harmful to students
- Prohibiting and preventing a use from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;[4]
- Maintaining and securing a usage log
- Monitoring on-line activities of students

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

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

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

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

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts

through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.[5]

INTERNET SAFETY INSTRUCTION[6]

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

SOCIAL NETWORKING

1. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

2. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

3. The board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

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

VENDOR CONTRACTS[3]

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

Legal References

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

Cross References

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

Hickman County Board of Education

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

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

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

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

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

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

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

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

The following high school courses will have weighted grades:

Honors English (Grades 9-12)	Trigonometry
Honors Biology I	Honors Algebra II
Honors Physical Science	Honors Geometry
Honors Chemistry	Dual Enrollment College Courses
Honors Physics	Honors American History
Anatomy	Honors Algebra I
Biology II	Calculus
Pre-Calculus	

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:[6]

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

Student Absent for State Mandated Exams:

1. If a student taking high school assessed subjects is absent, the student will receive a zero or incomplete. If the student is allowed to make up the exam, he or she will do so during the next scheduled administration. A locally-created exam cannot be administered in lieu of a state exam.

2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered a defined part(s) of any content area or all of the content areas, the student must take an alternate exam approved by the Chief Academic Officer to substitute for the corresponding content not tested.

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

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

Conduct shall be marked as follows:

E.....Excellent
S.....Satisfactory
U.....Unsatisfactory

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

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

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

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

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

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

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS[5]

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.[1]

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.[6]

Legal References

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

Cross References

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

New Model Policy

Click here to choose a school board.			
Monitoring: **Review: Annually, in January**	Descriptor Term: **Employment of Retirees**	Descriptor Code: **5.119**	Issued Date:
		Rescinds:	Issued:

General

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

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS

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

EMPLOYMENT CONTRACTS FOR ONE YEAR

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

1. The Director of Schools of the employing district shall certify in writing that no other qualified individuals are available to fill the position;

2. The Commissioner of Education shall certify that the employing school district serves an area that lacks qualified teachers to serve in the position to be filled;

3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;

4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and

5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

ADDITIONAL EMPLOYMENT OPTION FOR RETIREES[3]

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

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

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

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

Legal References

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

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

SUSPENSION PENDING AN INVESTIGATION [1]

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

SUSPENSION OF THREE DAYS OR LESS [2,3]

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

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

DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS[4]

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

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

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

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

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

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

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

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

RESIGNATION

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

The conditions under which it is permissible to break a contract with the Board are as follows:[6]

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

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

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

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

RETIREMENT

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

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

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

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

1. ~~The director of schools of the employing system must certify in writing that no other qualified individuals are available to fill the position;~~

2. ~~The Commissioner of Education must certify that the employing school system serves an area that lacks qualified teachers to serve in the position to be filled;~~

3. ~~The retired teacher must hold a valid license and shall not be entitled to tenure status;~~

4. ~~The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave or receive medical insurance coverage; and~~

5. ~~The salary paid to the retired member shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions, nor more than eighty-five percent (85%) of the rate of compensation set by Board for teachers with comparable training and years of experience filling similar positions.~~

Legal References

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

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

SUSPENSION PENDING AN INVESTIGATION [1]

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

SUSPENSION OF THREE DAYS OR LESS[2]

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

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS[2]

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

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

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

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

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

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

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

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

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

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

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

NONRENEWAL

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

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

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

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

RESIGNATION

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

The conditions under which it is permissible to break a contract with the Board are as follows:[5]

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

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

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

RETIREMENT

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

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

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

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

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

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

Legal References

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

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Hickman County Board of Education

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

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

APPLICATION/QUALIFICATIONS

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

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

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

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

COMPENSATION

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

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

CERTIFICATION

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

~~Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement benefits[1] and may substitute for additional days if the director of schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.[7]~~

EMERGENCY NEEDS

All teacher aides, secretaries and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

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

TRAINING AND ORIENTATION

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

RESPONSIBILITIES

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

RE-EMPLOYMENT/TERMINATION

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

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

Legal References

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

Cross References

Background Investigations 5.118

Hickman County Board of Education

	Descriptor Term: **Attendance**	Descriptor Code: **6.200**	Issued Date: **08/02/21**
		Rescinds: **6.200**	Issued: **01/04/21**

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

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

1. All accounting and reporting procedures and their dissemination;

2. Alternative program options for students who severely fail to meet minimum attendance requirements;

3. Ensuring that all school age children attend school;

4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and

5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.[2]

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

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

1. Personal illness;

2. Illness of immediate family member;

3. Death in the family;

4. Extreme weather conditions;

5. Religious observances;[5]

6. Pregnancy;

7. School-endorsed activities;

8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:[6]

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness;

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

General

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

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

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

Progressive Truancy Intervention Plan[8]

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

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

Tier I

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

1. A conference with the student and the student's parent/guardian;

2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:

    a. A specific description of the school's attendance expectations for the student;
    b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
    c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

3. Regularly scheduled follow-up meetings to discuss the student's progress.

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

Tier II

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

Tier III

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

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

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

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY[9]

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

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE[10]

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

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

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

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

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

MILITARY SERVICE OF PARENT/GUARDIAN[11]

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

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

MAKE-UP WORK

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

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

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

STATE-MANDATED TESTS/END OF COURSE EXAMS

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

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

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.[9] However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

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

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

DRIVER'S LICENSE REVOCATION[2]

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

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

ATTENDANCE HEARING[10]

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

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

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

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

Legal References

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

Cross References

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

Add New Policy

Click here to choose a school board.			
Monitoring: **Review: Annually, in March**	Descriptor Term: **Admission of Suspended or Expelled Students**	Descriptor Code: **6.318**	Issued Date:
		Rescinds:	Issued:

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

After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding the suspension/expulsion from the former school district and make a recommendation to the Board to approve or deny the request.

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

A student may be dismissed if it is determined subsequent to the enrollment that the student has been suspended or expelled from the former school district.[1]

Legal References

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

Cross References

School Admissions 6.203
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: **Reporting Child Abuse**	Descriptor Code: **6.409**	Issued Date: **05/03/21**
		Rescinds: **6.409**	Issued: **10/05/20**

General

The Director of Schools shall:[1]

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;

2. Require that the Coordinator and the Alternate receive appropriate training;

3. Supply the Coordinator with all necessary resources;

4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.[2]

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

REPORTING

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

The report shall include, to the extent known by the reporter:[5]

1. The name, address, telephone number, and age of the child;

2. The name, telephone number, and address of the parents or persons having custody of the child;

3. The nature and extent of the abuse or neglect; and

4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

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

CONFIDENTIALITY

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

INVESTIGATIONS

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

Legal References

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

Cross References

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

Hickman County Board of Education

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

The Board shall maintain membership in the Tennessee School Boards Association.[1] ~~and through its membership in TSBA shall be an affiliate member of the Southern Region School Boards Association and the National School Boards Association.~~

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

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

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

Legal References

1. TCA 49-2-2001

Cross References

Board Member Development Opportunities 1.204

Hickman County Board of Education

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

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

1. The Board shall stay informed of pending legislation and actively communicate its concerns and make its position known to the elected representatives at both the state and national level;

2. The Board shall work with other school boards in the state, local citizen groups, and other local officials in acquainting them with the board's legislative priorities and seek their support;

3. The Board shall annually select one (1) of its members to serve as its representative to the Tennessee Legislative Network (TLN). The representative shall be a level one or greater board member and have been a delegate to the TSBA convention.

4. The Board shall work with its TLN representative, with TSBA, ~~NSBA,~~ and other concerned groups in developing an annual legislative program; and

5. The Board shall include in its budget appropriate resources, including travel expense, necessary for its TLN representative and other board members to accomplish its desired legislative goals.

Hickman County Board of Education

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

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

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

1. A calendar of school board conferences, conventions and workshops shall be maintained by the board secretary and provided to each board member. At least annually the Board will identify which meetings should be attended and the benefits which would be derived from participation in such meetings; [1]

2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities;

3. Reimbursement to board members for their travel expenses shall be in accord with the travel expense policy for staff members;

4. When a conference, convention or workshop is not attended by the full Board, those participating will be requested to share information, recommendations and materials acquired at the meeting; and

5. The public shall be kept informed through the news media about the Board's continuing inservice education and about the programs anticipated for short- and long-range benefits to the schools.

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

1. Participation in school board conferences, workshops and conventions held by the State; ~~and National school Boards Association;~~

2. Local and district-sponsored training sessions for board members; and

3. Subscriptions to publications addressing the concerns of board members.

Legal References

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

Cross References

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

Hickman County Board of Education

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

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

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

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

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

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

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

TNReady[4] and EOC[5] scores will be included in students' final grades as follows:

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

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

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

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

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

Where, for a specific subject:

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

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

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

F = scaling factor

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

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

INTEREST INVENTORIES AND CAREER ASSESSMENTS[6]

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

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

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

TESTING INFORMAITON AND PARENTAL CONSENT

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

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

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

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

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

Legal References

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

Cross References

Student Surveys, Analyses, and Evaluations 6.4001
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: **Maintaining Test Security**	Descriptor Code: **4.701**	Issued Date: **06/01/20**
		Rescinds: **4.701**	Issued: **03/05/18**

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

Testing coordinators, test administrators and proctors shall be required to sign a statement that the security measures and testing procedures were followed. [2]

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

Legal References

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

Cross References

Hickman County Board of Education

	Descriptor Term: **Evaluations of Instructional Programs**	Descriptor Code: **4.702**	Issued Date: **06/01/20**
		Rescinds: **4.702**	Issued: **03/05/18**

The purposes of evaluation of instruction will be:

1. To indicate instructional strengths and weaknesses;

2. To provide information needed for future planning;

3. To provide data for public information;

4. To show the relationship between achievement and the school system's stated goals; and

5. To assess the suitability of the instructional program in terms of community requirements.

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

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

Cross References

School District Goals 1.700
Curriculum Development 4.200
Evaluation 5.109

Hickman County Board of Education

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

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

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

1. All personnel will seek to create an atmosphere in which differences of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints;

2. Teachers will encourage students to withhold judgment and to avoid making of conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy;

3. Teachers will seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes and actions;

4. Teachers shall place major emphasis upon "why" and "how" to think rather than "what" to think; and

5. If the subject matter being taught involves conflicting opinions, theories, or schools of thought, the teacher will ensure that differing sides of an issue are explored in order to help students develop their own critical faculties.

Cross References

Staff Rights and Responsibilities 5.600
Student Publications 6.704

Hickman County Board of Education

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

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

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

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

Cross References

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

STUDENT MEETINGS

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

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

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

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

The principal shall approve the meeting if he/she determines that:[1]

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

SCHOOL SPONSORED EVENTS [4]

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

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

or promotes illegal drug use.

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

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

Legal References

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

Cross References

Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Hickman County Board of Education

	Descriptor Term: **Recognition of Religious Beliefs, Customs & Holidays**	Descriptor Code: **4.803**	Issued Date: **06/01/20**
		Rescinds: **4.803**	Issued: **03/05/18**

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

STUDENTS' EXPRESSIONS OF RELIGIOUS VIEWPOINTS

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

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

RELIGIOUS HOLIDAYS

Observance of religious holidays shall be as follows:[3]

1. The several holidays throughout the year which have both a religious and a secular basis may be observed in the public schools;[4]

2. The historical and contemporary values and the origin of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination;

3. Music, art, literature and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner and as a traditional part of the cultural and religious heritage of the particular holiday;

4. The use of religious symbols that are part of a religious holiday are permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature; and

5. The school district's calendar shall be prepared so as to attempt to minimize conflicts with religious holidays of all faiths. All students and staff members shall be tolerant of the views of others. Students and staff members shall be excused from participating in practices which are contrary to their religious beliefs.[1]

Legal References

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

Cross References

Student Equal Access 4.802
Staff Rights and Responsibilities 5.600
Attendance 6.200

Hickman County Board of Education

	Descriptor Term: **Religious Content of Courses**	Descriptor Code: **4.804**	Issued Date: **06/01/20**
		Rescinds: **4.804**	Issued: **03/05/18**

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

1. Religious themes may be a part of the curriculum for school-sponsored activities and programs provided it is essential to the learning experience in the various fields of study and is presented objectively;

2. The inclusion of religion shall be for educational purposes only;[1]

3. The emphasis on religious themes should be only as extensive as necessary for a balanced and comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets, or beliefs; and[1]

4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated.

Legal References

1. TCA 49-6-1005(a)

Cross References

Basic Curriculum Program 4.201
Staff Rights & Responsibilities 5.600

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cheerleading

Proposed fundraising activities: Donation Calendar

Purposed Uses of funds raised Uniforms & equipment

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

Method by which school will receive profit

Requested by Lizi Broyles / Cheer Coach (Name/Title) Date July 6 2022

Approved by Brya [illegible] (Principal) Date 7/6/22

Approved by Michelle Hilert (Director of Schools*) Date 7/11/22

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