

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 3, 2023

The Hickman county Board of Education met on April 3, 2023, at 7:00 PM in East Hickman High School Library.

- I. Public Comment Period
- II. Call To Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of March 6, 2023 Board Meeting Minutes
- VI. Approval of March 11, 2023 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month
 - B. Certificate Presentation to TSBA SCOPE Conference Delegates
- IX. Communications to the Board
 - A. Director's Report
 - B. Financial Report
 - C. ESSER Updates
- X. Items Requiring Board Action
 - A. Trip Requests
 - 1. HCHS TNStrong Conference
 - 2. EHHS Cheer Camp
 - 3. EHHS Jr Chef Regional Competition
 - B. Director of Schools Contract
 - C. 2023-2024 Attendance Zones
 - D. TSBA 2024 Membership Dues
 - E. EHES Job Share Requests for 2023-2024
 - F. CIS Job Share Request for 2023-2024

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---April 3, 2023

- G. HCMS Therapy Dog
- H. Budget Amendments
- I. Mathematics Textbook Adoption
- J. Desktop Computer Bid
- K. Innovative School Model Grant
- L. Board Policy 6.313 (1st Reading)
- M. Board Policy 6.4052 (1st Reading)
- N. Board Policy 5.502 (1st Reading)
- O. Board Policy 5.607 (2nd Reading)
- P. Board Policy 1.106 (2nd Reading)
- Q. Board Policy 1.107 (2nd Reading)
- R. Board Policy 5.606 (Review)
- S. Board Policy Review 6.300--6.309
- T. Director of Schools Search Process and Transition
- XI. Announcements
 - A. Budget Work Session Dates
- XII. Adjourn

Monday, March 6, 2023
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on March 6, 2023, at 7:00 p.m. in Room 203 of the Central Office. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

Six people requested to speak to the Board of Education during the public comment period.

Cooper Mays spoke to the Board of Education about the superintendent search.

Clay Chessor spoke to the Board of Education about the superintendent search.

Carla Moore spoke to the Board of Education about the superintendent search.

Becki Bates spoke to the Board of Education about the superintendent search.

Scott Riley spoke to the Board of Education about the superintendent search.

Matthew Dotson spoke to the Board of Education about the superintendent search.

Tim Hobbs asked the group to observe a moment of silence.

Tim Hobbs led the group in the Pledge of Allegiance.

Vance Willis made a motion to approve the board meeting minutes from February 6, 2023. Sherri Baker seconded the motion.

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

Doug Lane made a motion to approve the minutes from the special called meeting on February 25, 2023. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to recognize Brad Martin. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0. Brad Martin questioned the notification of the special called meeting. It was verified that the meeting had been publicized as policy requires.

Sherri Baker made a motion to amend the agenda to add Item X.U. Video Board Meetings. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

Tim Hobbs made a motion to add item X.A.5. EHHS HOSA trip to the agenda. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to move the Director of Schools Search and Transition to Item X.A. on the agenda. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the amended agenda. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, March 6, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held on Monday, March 6, 2023, at 6:00 p.m. in Room 203 of the Central Office.

- I. Public Comment Period
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of February 6, 2023 Board Meeting Minutes
- VI. Approval of February 25, 2023 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month--Tim Hobbs
- IX. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Grant Manager
- X. Items Requiring Board Action
 - A. Director of Schools Search Process and Transition--Director of Schools
 - B. Trip Requests
 - 1. HCHS JROTC
 - 2. HCHS JROTC
 - 3. EHHS FBLA
 - 4. EHHS Jr. Chef
 - 5. EHHS HOSA
 - C. Event Request
 - 1. HCHS JROTC
 - D. HCMS Therapy Dog--HCMS
 - E. Budget Amendments--Business Officer
 - F. School Gym Audio Upgrades Bid--Business Officer
 - G. RFP for Fuel Management System--Transportation Director
 - H. Replacement of Gym Floor--Maintenance Director
 - I. Gym Floor Services Bid--Maintenance Director
 - J. Mathematics Textbook Adoption--Textbook Coordinator
 - K. Innovative School Model Grant--Career Technical Director
 - L. Request for Interscholastic Athletic Practice During School Day--Athletic Director
 - M. Budget Calendar--Director of Schools
 - N. Board Policy 6.313 (1st Reading)--Director of Schools
 - O. Board Policy 2.601 (1st Reading)--Director of Schools
 - P. Board Policy 1.108 (2nd Reading)--Director of Schools
 - Q. Board Policy 5.607 (1st Reading)--Director of Accountability
 - R. Board Policy 1.106 (1st Reading)--Director of Accountability
 - S. Board Policy 1.107 (1st Reading)--Director of Accountability
 - T. Board Policy Review 5.400--6.209--Director of Accountability
 - U. Video Board Meetings--Sherri Baker
- XI. Announcements
- XII. Adjourn

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

Shelda Qualls was recognized as the Employee of the Month.

Ron Gammons made a motion to accept the Director's Report. Sherri Baker seconded the motion.

Memorandum

To: Board Members
From: Michelle Gilbert
Date: February 27, 2023
RE: March Director's Report

Hiring

Professional
Ernesto Rosas

EHHS Theater Arts

Support Staff
Cynthia Monroe
Autumn Vanover
Sandy Clinton
Christie Simmons
Kristen Redding

EHES Part-Time ESSER Assistant
CES Part-Time ESSER Assistant
Substitute Teacher
Food Service
Food Service

Resignation

Professional
Mary Middleton
Support Staff
Anna Spears
Allison Gordon

AWARE Student Support Specialist
CES Part-Time ESSER Assistant
Food Service

Retirement

Professional
Support Staff

Transfers

Professional
Support Staff

Appointment

Professional
Ryan Harrison
Support Staff
Aric Hinson
Ben Green
Stacey Davidson

HCMS Boys Assistant Soccer Coach
HCHS Assistant Softball Coach
HCMS Boys Soccer Coach
HCMS Volunteer Softball 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
2 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 7-0.

Jim Hudgins made a motion to accept the Financial Report. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0.

The ESSER updates were presented by the ESSER grants manager.

Jim Hudgins made a motion to interview all eight candidates in the Director of Schools Search on March 11, 2023. Tim Hobbs seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherry Baker

Ron Gammons

Tim Hobbs

Jim Hudgins

Doug Lane

Christy Mays

Vance Willis

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

Ron Gammons made a motion to interview each candidate for 30 minutes on March 11, 2023. Vance Willis seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherry Baker

Ron Gammons

Tim Hobbs

Jim Hudgins

Doug Lane

Christy Mays

Vance Willis

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

It was announced that the interviews will be held in the auditorium at Hickman County High School during a special called meeting on 3/11/2023 at 8:00 a.m. where the Board of Education can take action.

Ron Gammons made a motion to approve the HCHS JROTC trip request for June 6-10, 2023. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion to approve the HCHS JROTC adventure camp requested for May 22-26, 2023, including one day out of state. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the EHHS FBLA trip to Chattanooga, TN on April 2-5, 2023. Sherry Baker seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the EHHS overnight trip request to attend the Junior Chef Competition. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the EHHS HOSA overnight trip request to a conference in Knoxville, TN on April 3-6, 2023. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to approve the HCHS JROTC event request. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0.

Vance Willis made a motion for the Director of Schools to commission a team to recommend a therapy dog policy. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0.

Jim Hudgins made a motion to approve budget amendments 25-28 as presented. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Ron Gammons made a motion to approve the school gym audio system bid award to SWC for EHMS at \$16, 473.36, to Roman AV for EHHS at \$27,410.00, and for HCHS Phase I at \$37,379.00. Jim Hudgins seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

The Director of Transportation will seek an RFP for fuel management for the 2023-2024 school year.

Vance Willis made a motion to approve the award of the bid for the EHMS Floor Replacement for \$164,900.00. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Doug Lane made a motion to approve the award of the bid for the contract for gym floor services to BAM Flooring. Ron Gammons seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons
Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Doug Lane made a motion to approve the adoption and purchase of Curriculum Associates i-Ready for grades K-5 and Cengage Big Ideas for grades 6-12 for math textbook adoption. Christy Mays seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker
Ron Gammons

Tim Hobbs

Doug Lane
Christy Mays

Jim Hudgins

Vance Willis

On a roll call vote, the motion failed 3-3-1-0.

Vance Willis made a motion to recognize Becky Malugin. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0. Becky Malugin shared concerns that reviewing all materials would take significant time.

Doug Lane made a motion to approve athletic practice during the school day for the 2023-2024 school year. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 6-1-0-0.

Ron Gammons made a motion to accept the budget calendar. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to table board policy 6.313. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Sherri Baker made a motion to table board policy 2.601 until July. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve revised board policy 1.108 on second reading. Vance Willis seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			
Tim Hobbs			
Jim Hudgins			
Doug Lane			
Christy Mays			
Vance Willis			

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

Vance Willis made a motion to approve board policies 5.607, 1.106, and 1.107 on first reading. Doug Lane seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Vance Willis made a motion to approve the review of board policies 5.400-6.209 without 5.502. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to pull 5.502 for review. Vance Willis seconded the motion. ON a voice vote, the motion was approved 7-0-0-0.

Sherri Baker made a motion to purchase the Owl 3 for recording, the cost of said camera is \$1049, to livestream and archive and put on the Board of Education website and county website. This will allow the community to view at any given time and squash rumors that happen by us not livestreaming and archiving on the Board of Education website and county website. On the Board of Education website, this is to be on the front page. This is to be bought and set up by the next regular meeting on April 3, 2023. Vance Willis seconded the motion.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherri Baker			
Ron Gammons			

Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Doug Lane made a motion to adjourn. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The meeting was adjourned at 9:32 p.m.

Saturday, March 11, 2023
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a special called session on Saturday, March 11, 2023, in the auditorium of Hickman County High School. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

Tim Hobbs asked the group to observe a moment of silence.

Ron Gammons led the group in the Pledge of Allegiance.

Ron Gammons made a motion to approve the agenda for the special called meeting for March 11, 2023. Jim Hudgins seconded the motion.

The Hickman County Board of Education will meet in a special called session on Saturday, March 11, 2023, beginning at 8:00 a.m. in the auditorium of Hickman County High School at 1645 Bulldog Blvd., Centerville, TN 37033.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Director of Schools Public Interviews
- VI. Lunch Recess
- VII. Director of Schools Public Interviews - Continued
- VIII. Town Hall Meeting with Director of School Candidates
- IX. HVAC Installation Bid--Director of Schools
- X. Director of Schools Selection Process--Board Chair
- XI. Announcements
- XII. Adjourn

The motion was approved 7-0.

The following candidates were interviewed in public interviews for 30 minutes each: Johnny Crow, Kevin Eady, Bill Hall, John Mullins, Wade Shipman, and Jim Stone.

The following candidates participated in a town hall question and answer session moderated by Wayne Qualls: Johnny Crow, Kevin Eady, Bill Hall, John Mullins, Wade Shipman, and Jim Stone.

Vance Willis made a motion to approve the HVAC installation bid as presented for Matrix Mechanical.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
_____	_____	_____	_____
Sherri Baker			
Ron Gammons			

Tim Hobbs
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Doug Lane made a motion to offer employment to John Mullins as the next Director of Schools and enter contract negotiations.

<u>Aye</u>	<u>Nay</u>	<u>Pass</u>	<u>Absent</u>
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Sherry Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays
Vance Willis

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

Ron Gammons made a motion to adjourn the meeting. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The meeting was adjourned at 3:20 p.m.

The Hickman County Board of Education will meet in regular session on Monday, April 3, 2023, at 7:00 p.m. in the library of East Hickman High School. A work session will be held on Monday, April 3, 2023, at 6:00 p.m. in the library at East Hickman High School.

- I. Public Comment Period
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of March 6, 2023 Board Meeting Minutes
- VI. Approval of March 11, 2023 Special Called Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month--Sherri Baker
 - B. Certificate Presentation to TSBA SCOPE Conference Delegates--Student Council Sponsors
- IX. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Grant Manager
- X. Items Requiring Board Action
 - A. Trip Requests
 - 1. HCHS TNStrong Conference--Sponsor and Students
 - 2. EHHS Cheer Camp--Coach and Cheerleaders
 - 3. EHHS Jr Chef Regional Competition--Teacher and Students
 - B. Director of Schools Contract--Board Chair
 - C. 2023-2024 Attendance Zones--Director of Schools
 - D. TSBA 2024 Membership Dues--Director of Schools
 - E. EHES Job Share Requests for 2023-2024--EHES Principal and K-8 Supervisor
 - F. CIS Job Share Request for 2023-2024--CIS Principal and K-8 Supervisor
 - G. HCMS Therapy Dog--HCMS Principal
 - H. Budget Amendments--Business Officer
 - I. Mathematics Textbook Adoption--Textbook Coordinator
 - J. Desktop Computer Bid--Technology Director
 - K. Innovative School Model Grant--Career Technical Director
 - L. Board Policy 6.313 (1st Reading)--Director of Schools
 - M. Board Policy 6.4052 (1st Reading)--Director of Schools
 - N. Board Policy 5.502 (1st Reading)--Director of Accountability
 - O. Board Policy 5.607 (2nd Reading)--Director of Accountability
 - P. Board Policy 1.106 (2nd Reading)--Director of Accountability
 - Q. Board Policy 1.107 (2nd Reading)--Director of Accountability
 - R. Board Policy 5.606 (Review)--Director of Schools
 - S. Board Policy Review 6.300--6.309--Director of Accountability
 - T. Director of Schools Search Process and Transition--Director of Schools
- XI. Announcements
 - A. Budget Work Session Dates
- XII. Adjourn



Hickman County Schools Board Agenda Item Request

Date: 3/20/23

Name of School: EHHS & HCHS

Item Request: TSBA Scope Student Delegates

Explanation:

Presentation of certificates to student delegates

Attachments (if necessary and appropriate):

Certificates & TSBA Memo

Signature of Person requesting to be placed on the agenda:

Becky Malugin ; Beth Robinson
Ben Bentley

Signature of Building Principal:



Memorandum

To: School Board Secretaries

From: Brittany Massey, TSBA Director of Finance and Member Services

Subject: 2023 TSBA SCOPE Student Certificates

Date: March 14, 2023

Thank you very much for sending student delegates from your system to attend the 2023 TSBA SCOPE Conference. Approximately 268 high school students joined their peers at Belmont University on March 7th to express their views on public education in Tennessee.

Enclosed you will find SCOPE certificates for your students that attended the conference. TSBA will develop a report of the student's policy recommendations, which will be printed in the TSBA April Journal. We asked students to report their conference experience to the local board of education at one of their upcoming meetings. We encourage all school boards to invite these students to an upcoming school board meeting and present them with these certificates.

Thank you again for your system's involvement in this year's SCOPE Conference. If you have any questions, please do not hesitate to call me at 615-815-3908 or email me at bmassey@tsba.net.

Thank you.

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Ella Callicott

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 7, 2023

Jammy Brisson

TSBA Executive Director

Candy Morgan

TSBA President

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Sara Beth Callicott

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 7, 2023

Jimmy Brisson

TSBA Executive Director

Candy Magraw

TSBA President

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Kilee Jenkins

representing

Hickman County

for serving with distinction as a delegate to the

Student Congress on Policies in Education

on Tuesday, March 7, 2023

Jimmy Brissom

TSBA Executive Director

Candy Magan

TSBA President

Certificate of Achievement

Presented by the Tennessee School Boards Association to

Izabelle Naragon

representing

Hickman County

for serving with distinction as a delegate to the
Student Congress on Policies in Education
on Tuesday, March 7, 2023

Jammy Brisson

TSBA Executive Director

Candy Morgan

TSBA President

Memorandum

To: Board Members
From: Michelle Gilbert
Date: March 23, 2023
RE: April Director's Report

Hiring

Professional

Support Staff

Valerie King

EHES Educational Assistant

Resignation

Professional

Support Staff

Retirement

Professional

Support Staff

Transfers

Professional

Support Staff

Appointment

Professional

Support Staff

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
- 2 Behavior Support Position
- Bus Drivers

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

Hickman County Finance
 Summary Financial Statement
 March 2023

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,953,480.00	(2,951,573.01)	99.94 %	246,123.33	0.00	0.00 %
40120	Trustee's Collections - Prior Year	80,000.00	(47,040.08)	58.80 %	6,666.67	0.00	0.00 %
40125	Trustee's Collections - Bankruptcy	0.00	(592.31)	0.00 %	0.00	0.00	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(20,769.27)	46.15 %	3,750.00	0.00	0.00 %
40140	Interest And Penalty	21,000.00	(6,562.21)	31.25 %	1,750.00	0.00	0.00 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(2,421.27)	60.53 %	333.33	0.00	0.00 %
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00 %	500.00	0.00	0.00 %
40210	Local Option Sales Tax	2,350,000.00	(1,680,566.06)	71.51 %	195,833.33	0.00	0.00 %
40270	Business Tax	30,000.00	(10,830.97)	36.10 %	2,500.00	0.00	0.00 %
41110	Marriage Licenses	1,300.00	(931.00)	71.62 %	108.33	0.00	0.00 %
43517	Tuition - Other	2,000.00	(1,000.00)	50.00 %	166.67	0.00	0.00 %
43570	Receipts From Individual Schools	30,000.00	(8,222.41)	27.41 %	2,500.00	0.00	0.00 %
43582	Community Service Fees - Adults	200.00	(121.40)	60.70 %	16.67	0.00	0.00 %
44120	Lease/Rentals	10,000.00	(7,333.17)	73.33 %	833.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	(10,047.35)	33.49 %	2,500.00	13.69	-0.55 %
44530	Sale Of Equipment	15,000.00	(9,331.55)	62.21 %	1,250.00	0.00	0.00 %
44560	Damages Recovered From Individuals	3,000.00	(1,299.48)	43.32 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	(10,406.00)	69.37 %	1,250.00	0.00	0.00 %
46175	On-Behalf Contributions For OPEB	35,000.00	0.00	0.00 %	2,916.67	0.00	0.00 %
46511	Basic Education Program	23,031,000.00	(16,312,714.87)	70.83 %	1,919,250.00	0.00	0.00 %
46515	Early Childhood Education	417,796.00	(202,152.46)	48.39 %	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	(29,611.66)	50.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	45,000.00	(26,030.15)	57.84 %	3,750.00	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	240,000.00	(113,566.60)	47.32 %	20,000.00	0.00	0.00 %
46980	Other State Grants	95,158.00	(95,158.00)	100.00 %	7,929.83	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 %
47590	Other Federal Through State	0.00	(500.00)	0.00 %	0.00	0.00	0.00 %
47640	Rotc Reimbursement	70,000.00	(14,378.69)	20.54 %	5,833.33	0.00	0.00 %
48610	Donations	198,000.00	(198,000.00)	100.00 %	16,500.00	0.00	0.00 %
48990	Other	330,223.52	(79,366.45)	24.03 %	27,518.63	0.00	0.00 %
49700	Insurance Recovery	10,000.00	(193,593.64)	1,935.94 %	833.33	0.00	0.00 %
49800	Transfers In	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Total Revenues	30,610,940.52	(22,040,120.06)	72.00 %	2,550,911.71	13.69	0.00 %
Expenditures							
71100	Regular Instruction Program	(15,322,463.00)	10,629,746.64	69.37 %	(1,276,871.92)	1,469,750.22	115.11 %
71150	Alternative Instruction Program	(238,087.00)	105,903.23	44.48 %	(19,840.58)	13,067.22	65.86 %
71200	Special Education Program	(3,329,017.00)	1,775,867.55	53.35 %	(277,418.08)	228,343.15	82.31 %
71300	Career and Technical Education	(1,335,400.00)	615,965.45	46.13 %	(111,283.33)	76,299.38	68.56 %
72110	Attendance	(180,519.00)	102,201.14	56.62 %	(15,043.25)	10,564.28	70.23 %
72120	Health Services	(390,722.00)	245,786.72	62.91 %	(32,560.17)	26,678.81	81.94 %
72130	Other Student Support	(1,065,415.00)	492,043.13	46.18 %	(88,784.58)	52,436.41	59.06 %
72210	Regular Instruction Program	(1,421,957.00)	705,452.04	49.61 %	(118,496.42)	88,732.88	74.88 %
72220	Special Education Program	(125,050.00)	73,629.20	58.88 %	(10,420.83)	7,981.69	76.59 %
72230	Career and Technical Education	(306,404.52)	132,492.41	43.24 %	(25,533.71)	14,599.06	57.18 %
72250	Technology	(511,826.00)	271,042.90	52.96 %	(42,652.17)	8,754.26	20.52 %
72290	Other Programs	(35,000.00)	20,490.15	58.54 %	(2,916.67)	271.65	9.31 %
72310	Board Of Education	(684,913.00)	434,626.17	63.46 %	(57,076.08)	9,469.22	16.59 %
72320	Director Of Schools	(318,553.00)	199,546.86	62.64 %	(26,546.08)	19,361.57	72.94 %
72410	Office Of The Principal	(1,923,819.00)	1,128,205.48	58.64 %	(160,318.25)	131,425.35	81.98 %
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)	1,710,957.46	70.31 %	(202,791.67)	167,073.18	82.39 %
72620	Maintenance Of Plant	(1,424,070.00)	870,825.83	61.15 %	(118,672.50)	55,253.10	46.56 %
72710	Transportation	(2,405,422.00)	1,394,896.09	57.99 %	(200,451.83)	97,132.93	48.46 %
72810	Central And Other	(455,883.00)	24,322.94	5.34 %	(37,990.25)	1,108.43	2.92 %
73100	Food Service	(38,571.00)	0.00	0.00 %	(3,214.25)	0.00	0.00 %
73300	Community Services	(143,813.00)	74,626.16	51.89 %	(11,984.42)	9,957.44	83.09 %
73400	Early Childhood Education	(494,196.00)	251,902.06	50.97 %	(41,183.00)	29,506.37	71.65 %
76100	Regular Capital Outlay	(690,000.00)	503,883.36	73.03 %	(57,500.00)	43,883.36	76.32 %
	Total Expenditures	(35,324,600.52)	21,764,412.97	61.61 %	(2,943,716.71)	2,561,649.96	87.02 %
Total	141 General Purpose School	(4,713,660.00)	(275,707.09)	-5.85 %	(392,805.00)	2,561,663.65	652.15 %

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47131	Vocational Educ - Basic Grants To	76,025.50	(40,600.34)	53.40 %	6,335.46	0.00	0.00 %
47141	Title 1 Grants To Local Educ Agencies	1,139,705.53	(552,477.16)	48.48 %	94,975.46	0.00	0.00 %
47143	Special Education - Grants To States	1,166,398.51	(393,819.78)	33.76 %	97,199.88	0.00	0.00 %
47145	Special Education Preschool Grants	48,300.09	(10,768.39)	22.29 %	4,025.01	0.00	0.00 %
47146	English Language Acquisition Grants	(575.00)	(14,947.99)	-2,599.65 %	(47.92)	0.00	0.00 %
47148	Rural Education	183,248.52	(22,083.51)	12.05 %	15,270.71	0.00	0.00 %
47189	Eisenhower Prof Development State	183,554.83	(80,401.65)	43.80 %	15,296.24	0.00	0.00 %
47301	COVID-19 Grant #1	0.00	0.00	0.00 %	0.00	0.00	0.00 %
47307	COVID-19 Grant B	2,788,287.13	(308,088.22)	11.05 %	232,357.26	0.00	0.00 %
47309	COVID-19 Grant D	278,941.70	(69,500.00)	24.92 %	23,245.14	0.00	0.00 %
47401	American Rescue Plan Act Grant #1	7,382,066.63	(745,723.95)	10.10 %	615,172.22	0.00	0.00 %
47402	American Rescue Plan Act Grant #2	133,741.05	(22,019.27)	16.46 %	11,145.09	0.00	0.00 %
47403	American Rescue Plan Act Grant #3	11,038.16	(7,127.87)	64.57 %	919.85	0.00	0.00 %
47404	American Rescue Plan Act Grant #4	30,010.96	(5,382.50)	17.94 %	2,500.91	0.00	0.00 %
47590	Other Federal Through State	475,227.10	(172,558.14)	36.31 %	39,602.26	0.00	0.00 %
	Total Revenues	13,895,970.71	(2,445,498.77)	17.60 %	1,157,997.56	0.00	0.00 %
Expenditures							
71100	Regular Instruction Program	(4,713,574.55)	1,202,558.55	25.51 %	(392,797.88)	89,575.50	22.80 %
71150	Alternative Instruction Program	(49,171.84)	25,728.23	52.32 %	(4,097.65)	2,661.54	64.95 %
71200	Special Education Program	(912,860.56)	344,498.18	37.74 %	(76,071.71)	39,265.29	51.62 %
71300	Career and Technical Education	(111,587.28)	39,466.16	35.37 %	(9,298.94)	2,774.35	29.84 %
72110	Attendance	(83,198.38)	20,240.43	24.33 %	(6,933.20)	2,530.05	36.49 %
72120	Health Services	(62,920.36)	23,210.02	36.89 %	(5,243.36)	2,901.25	55.33 %
72130	Other Student Support	(615,805.43)	295,753.69	48.03 %	(51,317.12)	30,035.22	58.53 %
72210	Regular Instruction Program	(1,726,728.29)	622,288.76	36.04 %	(143,894.02)	112,389.16	78.11 %
72220	Special Education Program	(545,932.57)	210,722.66	38.60 %	(45,494.38)	23,470.40	51.59 %
72230	Career and Technical Education	(7,550.00)	0.00	0.00 %	(629.17)	0.00	0.00 %
72250	Technology	(153,320.40)	37,390.47	24.39 %	(12,776.70)	4,673.81	36.58 %
72610	Operation Of Plant	(1,491,284.70)	456,279.00	30.60 %	(124,273.73)	3,050.00	2.45 %
72710	Transportation	(3,000.00)	275.10	9.17 %	(250.00)	275.10	110.04 %
73100	Food Service	0.00	0.00	0.00 %	0.00	0.00	0.00 %
76100	Regular Capital Outlay	(3,410,777.44)	61,791.31	1.81 %	(284,231.45)	61,791.31	21.74 %
99100	Transfers Out	(8,258.91)	0.00	0.00 %	(688.24)	0.00	0.00 %
	Total Expenditures	(13,895,970.71)	3,340,202.56	24.04 %	(1,157,997.56)	375,392.98	32.42 %
Total	142 School Federal Projects	0.00	894,703.79	100.00 %	0.00	375,392.98	0.00 %

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	603,000.00	(215,147.55)	35.68 %	50,250.00	0.00	0.00 %
43522	Lunch Payments - Adults	75,000.00	(20,153.94)	26.87 %	6,250.00	0.00	0.00 %
43523	Income From Breakfast	55,000.00	(61,949.24)	112.63 %	4,583.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	(108,842.64)	62.20 %	14,583.33	0.00	0.00 %
43570	Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44110	Investment Income	0.00	(277.24)	0.00 %	0.00	0.00	0.00 %
44170	Miscellaneous Refunds	0.00	0.00	0.00 %	0.00	0.00	0.00 %
46520	School Food Service	0.00	(16,733.53)	0.00 %	0.00	0.00	0.00 %
47111	USDA School Lunch Program	873,000.00	(728,218.47)	83.42 %	72,750.00	0.00	0.00 %
47113	Breakfast	540,000.00	(259,243.86)	48.01 %	45,000.00	0.00	0.00 %
47114	USDA - Other	81,983.75	(81,460.76)	99.36 %	6,831.98	0.00	0.00 %
	Total Revenues	2,402,983.75	(1,492,027.23)	62.09 %	200,248.65	0.00	0.00 %
Expenditures							
73100	Food Service	(2,865,507.75)	1,981,174.53	69.14 %	(238,792.31)	349,408.37	146.32 %
	Total Expenditures	(2,865,507.75)	1,981,174.53	69.14 %	(238,792.31)	349,408.37	146.32 %
Total	143 Central Cafeteria	(462,524.00)	489,147.30	105.76 %	(38,543.67)	349,408.37	906.53 %



Hickman County Schools Board Agenda Item Request

Date: 3/8/23

Name of School: HCHS

Item Request: TNStrong Conference

Explanation:
TNStrong youth conference - permission to go

Attachments (if necessary and appropriate):

flyer

Signature of Person requesting to be placed on the agenda:

Jennifer Cooper

Signature of Building Principal:

R. Ba

TNSTRONG YOUTH SUMMIT

**CHATTANOOGA CONVENTION CENTER
JUNE 4-6, 2023**

REGISTER NOW: bit.ly/2023-tnstrong

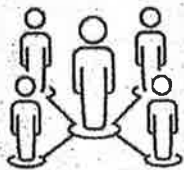
**FREE
EVENT**
with registration

Who?

Rising 8th graders to college freshmen (13-19 years old)

What's Covered?

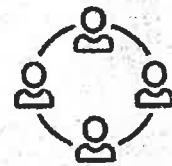
- Hotel accommodations
 - 3 days/2 nights
- Meals
 - Sunday Dinner thru Tuesday Lunch
- TNSTRONG Conference T-shirt



Peer Led Education



Team Building



Networking

Students will have the opportunity to:

- Hear from leading tobacco prevention experts
- Network with like-minded peers from across Tennessee



For more information on the Summit and registration visit bit.ly/2023-tnstrong



HICKMAN COUNTY SCHOOLS



Hickman County Schools Trip Request

Name of School: East Hickman High School

Name of Club/Group: EHHS Cheer

Trip Requested: UT Martin - UCA Cheer Camp

Purpose: learn new skills, choreography & prepare for comp.

Date and Time Frame: July 11th - July 14th (overnight)

Number of Students: 14-16

Number of Chaperones: Male _____ Female 3-4

Costs Associated: Camp fees \$378 each - raised w/ fundraising

Attachments (any information or permission slips that are sent home with students)

Has the cafeteria been notified? NO Number of lunches needed? NO

How will students travel? School vans

Is a transportation request attached if system transportation is needed? yes

Signature of Person Requesting the trip

Andrea M. Hubkins

Signature of Principal

Amber Williams

Signature of Instructional Supervisor

*Per Hickman County Board of Education policy 4.302, any requested trip that has an out-of-state destination and/or is planned for overnight must have prior approval by the Board of Education.



Hickman County Schools Board Agenda Item Request

Date: 3/30/23

Name of School: East Hickman High School

Item Request: South Eastern Regional Jr. Chef
May 10-12, 2023

Explanation:

Approval for over night trip to Sullivan University
in Louisville, KY for South Eastern Regional Jr. Chef.
Two students, Grace Baucum + Emma Berry will
be representing EHHS and the state of TN in
the competition. The state of

Attachments (if necessary and appropriate):

Parent permission form

Signature of Person requesting to be placed on the agenda:

C. Boehms

Signature of Building Principal:

Ann Williams

2023 South Eastern Regional Jr. Chef STATE COMPETITION

Culinary Arts member _____ has permission to attend the State Jr. Chef Competitions from Wednesday, May 10, through Friday, May 12, 2023 at Sullivan University in Louisville, KY. Students will be provided transportation by Mrs. Boehms.

Students need to bring enough money for all meals. Students may also want to bring additional money for activities during non-scheduled times if there are any.

Dress Code:

2 pairs of Black Pants, Black Shoes (Non-Slip), and a White Undershirt to Wear Under Chef Coats during the competition. Scrub pants can be bought at Walmart for under \$10 if needed.

The hotel information is below. Daytime and evening phone numbers are needed in case of an emergency.

All forms MUST be filled out, signed, and returned by Monday, April 15, 2023, to Mrs. Boehms.

Parent Signature

Date

Daytime phone number

Evening Phone Number

Student Signature

Other information you think I might need to know:

Teacher Signatures: 1st: _____ 2nd: _____ 3rd: _____
6th: _____ 7th: _____

Hotel
Home2 Suites by Hilton Louisville Airport Expo Center
3000 Crittenden Drive
Louisville, KY
+1 502-916-3800

If you have any questions or concerns, please feel free to call me at EHHS: 931-670-1366, ext. 137, or cell: 615-973-8466.

It is the recommendation of the Director of Schools that the boundaries for the school zones remain the same as originally drawn for the 2007-2008 school year and that the Attendance Zone Review Committee remain active for the 2023-2024 school year.



Debbie Breece <debbie.breece@hickmank12.org>

TSBA 2024 Membership Dues

1 message

Brittany Massey <bmassey@tsba.net>

Wed, Mar 22, 2023 at 2:27 PM

To: Tim Hobbs <tim.hobbs@hickmank12.org>

Cc: Michelle Gilbert <michelle.gilbert@hickmank12.org>, Debbie Breece <debbie.breece@hickmank12.org>

Dear Chairman:

Thanks so much for your continued membership in the Tennessee School Boards Association (TSBA). We appreciate your support and consider your board a valued member. As a member of TSBA your school board is provided with many benefits, including:

- Representation in the legislature and the State Board of Education
- Current information about education and legislative issues
- Prompt and accurate legal services
- Publications and conferences to inform school board members
- One of the largest annual educational conventions in Tennessee
- Policy services that meet the specific needs of school board members
- Professionals to assist with superintendent searches, superintendent evaluations, board evaluations, board retreats, roles and responsibilities, collaborative conferencing, and other school board development activities

All services of TSBA are designed to help school boards and their members to better serve the children in their school system. Enclosed is the Board of Education's 2024 membership dues invoice to be paid by the school system. Upon receipt of payment, your school board will receive a 2024 date plate to be inserted into your membership plaque. If you have any questions or concerns regarding your membership, please contact me at 615-815-3901.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Grissom".

Tammy Grissom, Ed.D.

Executive Director

Enclosure

 Inv_37258_from_Tennessee_School_Boards_Association_26400.pdf
72K



P.O. Box 440011
 Nashville, TN 37244-0011

Phone: (615) 815-3908 Fax: (615) 815-3911
 Email: bmassey@tsba.net

Invoice

Date	Invoice #
3/22/2023	37258

Bill To
Hickman County Board of Education Attn: Finance 115 Murphree Avenue Centerville, TN 37033

P.O. No.

Description	Qty	Rate	Amount
TSBA 2024 Membership Dues	1	5,999.00	5,999.00
		Total	\$5,999.00
		Payments/Credits	\$0.00
		Balance Due	\$5,999.00

Please make checks payable to:
 Tennessee School Boards Association,
 Attention Finance Department.



Hickman County Schools Board Agenda Item Request

Date: 4-3-23

Name of School: East Hickman Elementary

Item Request: job share for 2023-2024

Explanation:

Ella Lissan and Beth Beard would like to continue their 2nd grade job share position for the 2023-2024 school year.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Beth Beard Ella Lissan

Signature of Building Principal:

Leigha Coble

March 17, 2023

To whom it may concern:

We are requesting a job share position for the 2023-2024 school year. The purpose of requesting a job share position is to be able to better care for our families and other obligations while continuing to serve as educators. As educators, we bring more than 40 years of combined knowledge and experience to the classroom. We believe this combined with our ability to plan and work well together will be beneficial to all involved. We successfully worked together during the 2023-2024 school year in a job share arrangement. The following attachment includes our plan and other important information regarding job sharing.

Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in cursive script that reads "Beth Beard".

Beth Beard

A handwritten signature in cursive script that reads "Ella Lassar".

Ella Lassar

The Job-Share Plan for 2023-24

-Beth will work every Monday and Wednesday.

-Ella will work every Tuesday and Thursday.

-Beth and Ella will alternate each Friday.

-Both teachers will be responsible for teaching assigned subject areas on their designated day.

-Both teachers will be present for Inservice, Parent/Teacher Conferences, and for the first week of school.

-Teachers will keep a communication log. The log will be used daily to keep each other informed and record pertinent information such as attendance, student behavior, notes from parents, and school news.

-If approved, teachers will provide a detailed calendar for the 2023-2024 school year.

Positives to Consider

-Both teachers requesting to job share have had a Level 5 in overall effectiveness in the past.

-Teachers have taught together for over 6 years and have very similar classroom management and teaching styles.

-Teachers successfully job shared for the 2021-22 and 2022-23 school years.

-Students benefit from a variety of teaching styles and two fresh, energized educators.

-Quality of teaching may be improved due to a “two heads are better than one” problem solving approach.

-Job sharing is a practice in many surrounding counties, in grades that include even as young as kindergarten. Our school system has had a successful job sharing experiences in the past.

-By being exposed to the styles of two teachers, children learn to work with different people and personalities. The ability to work with others is a valuable lifelong skill that all people need throughout their time in school and later in the workforce.

-Children who have behavior problems get a fresh start every day. Negative feelings are less likely to carry over to the next morning.

-It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.



Hickman County Schools Board Agenda Item Request

Date: 3-17-23

Name of School: EHS

Item Request: Job Share

Explanation:

We would like to request to continue to job share for the 2023-2024 school year.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Jennifer Knight / Mandy Tidwell

Signature of Building Principal:

Leigha Coble

March 17, 2023

To whom it may concern:

We are requesting a job share position for the 2023-2024 school year. The purpose of requesting a job share position is to be able to better care for our families and other obligations while continuing to serve as educators. As educators, we bring more than 30 years of combined knowledge and experience to the classroom. We believe this combined with our ability to plan and work well together will be beneficial to all involved. We successfully worked together during the 2023-2024 school year in a job share arrangement. The following attachment includes our plan and other important information regarding job sharing.

Thank you for your consideration on this matter.

Sincerely,


Jennifer Knight



Mandy Tidwell

The Job-Share Plan for 2023-24

-Knight will work every Monday and Wednesday.

-Tidwell will work every Tuesday and Thursday.

-Knight and Tidwell will alternate each Friday.

-Both teachers will be responsible for teaching assigned subject areas on their designated day.

-Both teachers will be present for Inservice, Parent/Teacher Conferences, and for the first week of school.

-Teachers will keep a communication log. The log will be used daily to keep each other informed and record pertinent information such as attendance, student behavior, notes from parents, and school news.

-If approved, teachers will provide a detailed calendar for the 2023-2024 school year.

Positives to Consider

-Both teachers requesting to job share have had a Level 5 in overall effectiveness in the past.

-Teachers have taught together for over 6 years and have very similar classroom management and teaching styles.

-Teachers successfully job shared for the 2018-19, 2020-21, 2021-22, and 2022-23 school years.

-Students benefit from a variety of teaching styles and two fresh, energized educators.

-Quality of teaching may be improved due to a “two heads are better than one” problem solving approach.

-Job sharing is a practice in many surrounding counties, in grades that include even as young as kindergarten. Our school system has had a successful job sharing experiences in the past.

-By being exposed to the styles of two teachers, children learn to work with different people and personalities. The ability to work with others is a valuable lifelong skill that all people need throughout their time in school and later in the workforce.

-Children who have behavior problems get a fresh start every day. Negative feelings are less likely to carry over to the next morning.

-It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.

March 1, 2023

To whom it may concern:

We are requesting a job share position for the 2023-2024 school year. The purpose of requesting a job share position is to be able to better care for our young families while continuing to serve as educators. We held a job share position for 2016-2017, 2017-2018, and 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023 school years, but we understand that according to Board Policy 5.1051: Job Sharing Guidelines, that this position is based on year to year approval by the board. The following attachment includes our plan and other important information regarding job sharing.

Thanks for your consideration on this matter.

Sincerely,



Ashley Rochelle



Meredith Qualls



Centerville Intermediate School

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



Phone 931-729-2748

Fax 931-729-5497

Principal, Rose Korte Stites

Assistant Principal, Tarrah Lawson

March 1, 2023

To Michelle Gilbert and Hickman County Board Members,

I am requesting that you consider Ashley Rochelle and Meredith Qualls for a job share position for the 2022-2023 school year at Centerville Intermediate School. The request for this position has been granted previously for these teachers at Centerville Elementary School. Mrs. Rochelle and Mrs. Qualls have a reputation of strong classroom management, high-quality instructional strategies, and effective communication with parents, students, and staff. They would be an asset to Centerville Intermediate.

Thank you for your time and consideration.

Sincerely,

Ashley Rochelle
M. Qualls

The Job-Share Plan for 2023-2024

- Ashley will work every Monday and Wednesday.
- Meredith will work every Tuesday and Thursday.
- Ashley and Meredith will alternate each Friday.
- Both teachers will be responsible for teaching assigned subject areas on their designated day.
- Both teachers will be present for Inservice and for the first full week of school.
- One teacher will fill in for the other teacher should the need arise as much as possible(rather than getting a substitute).
- Teachers will keep a communication log. The log will be used daily to keep each other informed and record pertinent information such as attendance, student behavior, notes from parents, and school news.
- If approved, teachers will provide a detailed calendar for the 2023-2024 school year.

Positives to Consider

- Both teachers requesting to job share have had a Level 5 in overall effectiveness in the past.
- Teachers have taught together for over 7 years and have very similar classroom management and teaching styles.
- Teachers successfully job shared for the 2016-2017, 2017-2018, and 2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023 school years.

-Students benefit from a variety of teaching styles and two fresh, energized educators.

-Quality of teaching may be improved due to a “two heads are better than one” problem solving approach.

-School system saves money due to teachers not receiving benefits.

-Job sharing is a practice in many surrounding counties, in grades that include even as young as kindergarten. Our school system has had a successful job sharing experiences in the past.

-By being exposed to the styles of two teachers, children learn to work with different people and personalities. The ability to work with others is a valuable lifelong skill that all people need throughout their time in school and later in the workforce.

-Children who have behavior problems get a fresh start every day. Negative feelings are less likely to carry over to the next morning.

-In studies done in the United States, all administrators surveyed agreed that job sharing had not diminished the quality of education... (Garman, 1988). Similarly, seventy-five percent of parents in another study felt that the quality of their children’s education had either improved or stayed the same in job sharing classrooms.

-Consider this analogy: Children have two parents. They love both of them for different reasons and are comfortable with them. The two parents are different from each other and will react differently to similar situations. Children can understand this. When children have two teachers, it is not unlike having two parents. The two teachers are individuals who are appreciated for different reasons. Their expectations are alike; their personalities are different. It is not difficult for a child to accept the two people and to learn from each of them.

-It is educationally valuable for students to be exposed to different styles and energies. They benefit from the variety and enjoy the enthusiasm of two different educators.

Parent Survey

-An anonymous parent input survey was sent home in February 2017 in regard to the 2016-1017 job share experience . Parents were asked to rate the job-share experience based on seven categories: overall communication, teacher accessibility, academic growth, meeting students' individual needs, classroom environment, overall student happiness, and discipline. This survey was based on a scale of 1 to 4 (1 being low, 4 being high). Out of the surveys returned, every one of the 7 categories had an average of 4.

Parent Quotes from the survey:

“It’s been a great year!”

“It has been great. There has been wonderful support from both teachers, and we greatly appreciate it.”

“This year was the first year with a co-teacher classroom. I thought it was great. My daughter really enjoyed the co-teacher experience.”

“I really believe that having co-teachers is great.”

“This experience has been really good. The students seem very happy as do the teachers.”

Other Quotes Concerning Job-Sharing

“The year I job shared was the best year ever. It can be great for kids if it is the right team. In Sumner County at my school right now there are two job shares. One is extremely dynamic in Kindergarten, and the other is a 5th grade team.” - Tressa Sanders (Former employee and job share position holder of Hickman County Schools)

“When my daughter was in kindergarten at Gower Elementary in Nashville she had teachers that job shared. One teacher worked Mon, Tues and every other Wed and the other worked Thurs, Fri and every other Wed. If one of them needed a day off for personal reasons or sick kids the other took her spot so they never needed a sub! This

was a great experience for us. Our daughter loved both teachers and the different qualities they brought. The kids got so many different ways of learning between the two of them!" - Sarah Price (Parent of a child in a job share classroom)

Draft Policy for Animals in District Facilities

1. TSBA only has a model policy for service animals (3.218) which are permitted by the ADA.
2. TSBA said it would not be a problem to add additional information for therapy or support animals to their model policy for service animals (3.218) and change the title to Animals in District Facilities
3. The draft policy in your packet is a culmination of model policy (3.218), information submitted by Mitzi Wolcott and the HCMS team and additional information I found as well from districts who have added some guidelines to the model policy (3.218)
4. The information added to this draft policy starts on line 27 of page 2. All information prior to line 27 is TSBA's model policy for 3.218.
5. Draft policy was shared with Ms. Thigpen to review with her team to provide feedback as well.
6. Draft policy was sent to TSBA and they didn't foresee any legal issues or potential problems with the policy.
7. Tennessee Risk Management provides liability coverage for both therapy and emotional support dogs, as long as you follow necessary guidelines. Guideline links sent from TNRMT are below.

Therapy dogs:

<https://www.akc.org/sports/title-recognition-program/therapy-dog-program/therapy-dog-organizations/>

emotional support dogs:

<https://usserviceanimals.org/blog/emotional-support-dog/>

<https://www.akc.org/expert-advice/news/everything-about-emotional-support-animals/>

Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Animals in District Facilities	Descriptor Code: 3.218	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained
3 miniature horses¹ are permitted for use by individuals with disabilities on district property and in
4 district facilities provided the individuals and their animals meet the requirements and responsibilities
5 per federal law.

6 When an individual with a disability seeks to bring a service animal into a district facility, the district
7 is entitled to ask the individual if the animal is required because of a disability and what work or task
8 the animal has been trained to perform.² The district is not entitled to ask for documentation that the
9 animal has been properly trained, but the individual bringing the animal into a district facility will be
10 held accountable for the animal's behavior.

11 Individuals with disabilities shall be permitted to be accompanied by their service animal in all areas of
12 a public entity's facilities where members of the public, participants in services, programs, or
13 activities, or invitees, as relevant, are allowed to go.

14 The district shall not ask or require an individual with a disability to pay a surcharge, even if people
15 accompanied by pets are required to pay fees, or to comply with other requirements generally not
16 applicable to people without pets.

17 **WORK OR TASKS PROVIDED BY SERVICE ANIMAL**

18 Any service animal brought into a district facility by an individual with a disability shall have been
19 trained to do work or perform tasks for the individual. The work or tasks performed by the service
20 animal shall be directly related to the individual's disability. Examples of work or tasks include, but
21 are not limited to:

- 22 1. Assisting individuals who are blind or have low vision with navigation and other tasks;
- 23
- 24 2. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- 25
- 26 3. Providing non-violent protection;
- 27
- 28 4. Pulling a wheelchair;
- 29
- 30 5. assisting an individual during a seizure;
- 31

- 1 6. Alerting individuals to the presence of allergens;
- 2
- 3 7. Retrieving items such as medicine;
- 4
- 5 8. Providing physical support and assistance with balance and stability to individuals with
- 6 mobility disabilities; and
- 7
- 8 9. Helping persons with psychiatric and neurological disabilities by preventing or interrupting
- 9 impulsive or destructive behaviors.

10 A service animal shall be under the control of its handler. A service animal shall have a harness, leash,
11 or other tether unless either the handler is unable because of a disability to use a harness, leash, or
12 other tether or the use of a harness, leash, or other tether would interfere with the service animal's safe,
13 effective performance of work or tasks. If this is the case, the service animal shall be under the
14 handler's control by means of voice control, signals, or other effective means.

15 **REMOVAL OF SERVICE ANIMAL**

16 District staff may ask an individual with a disability to remove a service animal from the premises if:

- 17 1. The animal is out of control and the animal's handler does not take effective action to control
- 18 it;
- 19
- 20 2. The animal is not housebroken; or
- 21
- 22 3. The animal's presence would fundamentally alter the nature of the service, program, or
- 23 activity.³

24 If the district excludes a service animal due to the reasons listed above, the district shall give the
25 individual with a disability the opportunity to participate in the service, program, or activity without
26 having the service animal on the premises.

27 **THERAPY OR SUPPORT DOG**

28 The following requirements must be satisfied before a therapy or support dog will be allowed in school
29 buildings or on school grounds:

- 30 1. The dog must be one year of age or older and have documentation of completed vaccinations from a
- 31 licensed veterinarian.
- 32 2. A licensed veterinarian must approve the dog.
- 33 3. The handler/owner must keep the dog on a leash or in a kennel at all times.

1 4. The dog will be present at the school for the sole purpose of providing academic and/or emotional
2 support to students.

3 5. The dog must have completed and have documentation of a Therapy Dog Certification program
4 recognized by the American Kennel Club (AKC).

5 6. The therapy or support dog must be clean, well groomed, in good health, and housebroken.

6 7. Spayed or neutered (dogs only);

7 8. Treated for, and kept free of, fleas, ticks and other parasites

8 **STUDENT/STAFF NOTIFICATION**

9 After these requirements have been met, the handler will be notified of approval. At that time, a letter
10 from the school principal must be sent to school families and staff notifying them that it has been
11 recommended that a therapy or support dog come to school. A copy of that communication will also be
12 forwarded to the Director of Schools.

13 Families/staff will have ten (10) days to notify the school of any concerns. If concerns are received that
14 could not be addressed by the school, it is the responsibility of the principal to notify the Director of
15 Schools. If no concerns are received within the communicated deadline, the Director of Schools will
16 notify the Handler that the request has been approved and the therapy or support dog can begin the
17 next school day.

18 **CONTROL**

19 A therapy or support dog must be under the control of the Handler (or designee assigned by Handler)
20 through the use of a leash or other tether unless the use of a leash or other tether would interfere with
21 the therapy dog's safe, effective performance of its work or tasks. However, the therapy or support
22 dog must be under the Handler's control at all times.

23 **IDENTIFICATION**

24 The therapy or support dog must have appropriate identification identifying it as a therapy or support
25 dog.

26 **NO DISRUPTION**

27 The therapy or support dog must not disrupt the educational process by barking, seeking attention, or
28 any other behavior.

29

1 **HEALTH AND SAFETY**

2 The therapy or support dog must not pose a health or safety risk to any student, employee, or other
3 person at school.

4 **SUPERVISION AND CARE**

5 The Handler is solely responsible for the supervision and care of the therapy or support dog, including
6 any feeding, exercising, and clean up while the animal is in a school building or on school property.
7 The school district is not responsible for providing any care, supervision, or assistance for a therapy or
8 support dog.

9 **AUTHORIZED AREA(S)**

10 The Handler shall only allow the therapy or support dog to be in areas in school buildings or on school
11 property that are authorized by the Director of Schools.

12 **INSURANCE**

13 The Owner must submit a copy of an insurance policy that provides liability coverage for a therapy or
14 support dog while on school property.

15 **EXCLUSION AND REMOVAL FROM SCHOOL**

16 A therapy or support dog may be excluded from school property and buildings if the Director of
17 Schools determines that:

- 18 1. A Handler does not have control of the therapy or support dog;
- 19 2. The therapy or support dog is not housebroken;
- 20 3. The therapy or support dog presents a direct and immediate threat to others in the school; or
- 21 4. The animal's presence otherwise interferes with the educational process. The Handler shall be
22 required to remove the therapy or support dog from school premises immediately upon such a
23 determination.

24 **ALLERGIC REACTIONS**

25 If any student or school employee assigned to a classroom in which a therapy or support dog is
26 permitted suffers an allergic reaction to the therapy or support dog, the Handler of the animal will be
27 required to remove the animal to a different location designated by the principal.

1 Animals that visit classrooms as part of the academic standards associated with that class must get
2 prior approval from the building level principal.

3 **STAFF/STUDENT RESPONSIBILITIES**

4 HCSS students and employees who are present where a service, therapy or support animal is in use
5 shall not:

- 6 1. Touch or pet the animal unless invited to do so by the handler;
- 7 2. Feed the animal;
- 8 3. Deliberately startle or otherwise interfere with the work being performed by the animal;
- 9 4. Distract the animal from its work;
- 10 5. Separate or attempt to separate the animal's handler from the animal; or
- 11 6. Inquire about the nature of the individual's disabilities.

12
13
14 HCSS shall not be liable for any harm or injury caused to a service, therapy or support animal, nor
15 shall HCSS be liable for any harm or injury caused by a service, therapy or support animal to students,
16 staff, visitors or to any property.

Legal References

1. 28 CFR § 35.104; 28 CFR § 35.136(i)
2. 28 CFR § 35.136
3. 28 CFR § 35.130



Return by June 15 to:
Director of Content
Andrew Johnson Tower, 11th floor
710 James Robertson Parkway Nashville, TN 37243-0379

**Certification of Adoption by
Local Board of Education**

The _____ Board of Education approved the City, County,
or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract
during the meeting of the board on _____.

Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- The LEA's unique needs require adopting materials not on the state's official list.
- The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- All materials adopted by this LEA that are not on contract have been approved by waiver (if any waivers were granted, you must attach them to this form).
- The LEA agrees to furnish any materials requested by TDOE for review.

Date

Chairman, Board of Education

Date

Director of Schools

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for Desktop Computers.

Additional specifications can be found at: www.hickmank12.org/request-for-proposal.

All bidders will be required to submit a conflict of interest disclosure form that can also be found at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the bid envelope "Desktop Computers".

Bids will be opened on March 20th, 2023 at 10:00 A.M. in the Finance Office. The Hickman County School District reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities, which in the opinion of the school system, would prevent the acceptance of a better bid.

Present Penny Mayberry

Bids Rec'd

<u>Bluum</u>	<u>120363.00</u>		
<u>Tra-fer</u>	<u>141150.00</u>		
<u>Howard</u>	<u>147750.00</u>		
<u>Virtucom</u>	<u>133350.00</u>		
<u>Adorama Inc.</u>	<u>199522.50</u>		
<u>System Liquidation</u>	<u>379.00 per unit</u>	<u>32GB RAM \$60.00</u>	<u>i7 processor \$90.00</u>



Hickman County Schools

Invitation to Bid: Desktop Computers

Due: March 20, 2023 at 10:00 A.M.



A Technology Proposal created for Hickman County Schools

Submitted on March 15, 2023.

SUBMITTED BY BLUUM USA, INC.

Nicole Sirianni, Account Executive

Phone Number: 1-888-226-5727 ext. 3346

Fax Number: 905-946-3700

Email Address: nicole.sirianni@bluum.com

bluum



March 15, 2023

Hickman County School District
114 North Central Avenue Suite 203
Centerville, TN 37033

Dear Purchasing,

With the hyper-accelerated transition to technology-based education over the last year, educators are seeking deeper partnerships with solutions providers who can deliver more than a sale or a product. They are looking for a true partner who is vested in helping broaden access and improve learning outcomes. Bluum is that partner.

Selling technology is no longer enough. It must be accompanied by services, training, and support to empower educators and students to meet their goals. For nearly 40 years, Bluum has been a vital part of the education ecosystem. Our vision: A future where everyone has access to a great education.

The Bluum affiliate entities create one of the largest privately-held education technology solutions providers in the U.S. We fill customer needs by providing services associated with distributors, dealers, resellers and system integrators. Bluum's comprehensive portfolio contains over 1 million products and services, many provided by industry-leading and niche manufacturers. Bluum primarily serves the education market, ranging from public pre-schools to colleges and universities, to private and charter schools and organizations. Bluum is the only technology solutions provider with a clear focus on a higher calling to spark the next generation of learning. Our market leadership position and reputation have earned numerous awards and accolades from our customers, vendors, and industry.

As a true partner, we commit to being with you every step of the way – from planning and design to purchasing, integration, and installation – and throughout the entire technology lifecycle, providing services like professional development, classroom management, and technology buyback. We help you derive the greatest benefits and maximize the overall value of your technology investments.

WHAT SETS BLUUM APART?

Our deep experience in understanding how technology is used to manage, teach, and learn helps us create differentiated solutions that are purpose-built to improve the learning landscape. Our clients benefit from:

- Experience – With technology and education in our DNA, our 900+ employees are committed to helping educators improve learning outcomes. Nearly 40 years of providing technology and services to educators and students have helped us master services requiring higher and more specialized skills at the level of experience unmatched by other companies.
- Portfolio – Bluum offers one of the largest and most comprehensive technology portfolios available – more than one million products from over 800 industry-leading manufacturers and service providers.
- Scale & Agility - We have made significant investments in our business to scale our customers' needs. This includes creating more exclusive and innovative solutions, increasing our coverage model across North America, and improving our negotiating ability with vendors. All enable us to have more meaningful discussions with customers about how to solve their challenges.
- Integration Capabilities – Our pedigree contains deep technical knowledge and expert-level collaborative technology design and integration services. This gives us the ability to plan and execute on high-end, complex technology projects and offer integration services anywhere in the U.S.



- Services – Bluum provides a complete suite of education-specific services ranging from product screening and professional development to IT asset disposition (ITAD) and product lifecycle management.
- Coverage – Bluum has coverage in every state in the U.S. and a large portion of Canada. Our ed-tech experts live and work in the areas where our clients are located and are invested in the schools they serve.
- Results - Over 20 million students use Bluum-provided technology and solutions every day.

Bluum is proud to support transformative change in education. We are confident you will find we have the right mix of experience, expertise, product, and services to support your requirements effectively. If you need more information, please contact us directly at nicole.sirianni@bluum.com OR 888-226-5727 x3346.

We look forward to the opportunity to partner with Hickman County School District to ensure student academic achievement and empower tomorrow's leaders.

Sincerely,

Nicole Sirianni

Account Executive

O: 888-226-5727 x3346

E: nicole.sirianni@bluum.com



Trox + Tierney Is Now Bluum

Effective in February and March 2022, the companies comprising the Bluum brand group changed their corporate names to represent the new "Bluum" identity, pursuant to an amended and restated Certificate of Incorporation filed with their respective Secretaries of State.

New Affiliate Name	Superseded Affiliate Name	FEIN (Same as Previous)
Bluum Technology Canada, Inc.	<i>CDI Computer Dealers Inc.</i>	98-0385056
Bluum USA, Inc.	<i>Troxell Communications, Inc.</i>	86-0716114
Bluum of Minnesota, LLC	<i>Tierney Brothers, LLC</i>	41-1355993
Bluum of Texas, LLC	<i>CDI Dallas, LLC</i>	84-3269935
Bluum Integration, LLC	<i>Integrated AV Systems, LLC dba Summit Integration Systems</i>	86-0716114
Bluum (US) Corporation	<i>CDI Computers (US) Corp</i>	42-1773443

The change is only a change in name; it does not affect the ownership, management, or shareholder rights of the corporation, nor does it change any of its legal rights or obligations of any contracts, agreements or relationships that were in place prior to the change. Contracts, agreements, purchase orders, requests for quotes, and other relevant transactional documents should all be conducted under the new full corporate name of the respective entity. Previously existing contracts, agreements, purchase orders, sales orders or sales invoices are unaffected by this change, other than to correctly identify the new name that should be used from this day forward. The Bluum companies, listed above, will be identified by the same and unchanged FEINs. The names "Bluum" and "Bluum Technology," as well as their stylized logos, are trademarks licensed by Bluum USA, Inc. for its use, and the use of its affiliates, from Bluum Holdings, LLC (formerly Troxell Purchaser, LLC).

For this project, Bluum USA, Inc. will be the affiliate contracting with Hickman County Schools.

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for Desktop Computers.

Additional specifications can be found at: www.hickmank12.org/request-for-proposal.

All bidders will be required to submit a conflict of interest disclosure form that can also be found at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the bid envelope "Desktop Computers".

Bids will be opened on March 20th, 2023 at 10:00 A.M. in the Finance Office. The Hickman County School District reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities, which in the opinion of the school system, would prevent the acceptance of a better bid.

SPECS FOR DESKTOP COMPUTERS:

- Windows 11 Pro 64-bit Operating System
- SFF preferred
- HP or Dell preferred but other brands will be considered
- Each CPU should come correctly provided with sysprep for an OOBE (out of box experience) that would allow for seamless domain addition and integration.
- Specs should meet minimum requirements for Windows 11. No exceptions.
- Each CPU should have no additional security programs, etc. other than what is included from Windows 11.
- Secondary video card supporting dual displays with VGA and HDMI Out, (must include video card to be used)
- 8 GB memory minimum
- 256 GB SSD minimum, 512 GB SSD preferred
- Refurbished computers with 3-5 year replacement warranty will be considered.
- Initial order will be for approx. 150 units with potential for more as needed.
- Pricing is expected to be good through December 31, 2023.

Contact Brad Gilbert via e-mail at brad.gilbert@hickmank12.org if you need more information.



Quote

#262037

03/14/2023

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
 4675 E. Cotton Center Blvd
 Suite 155
 Phoenix AZ 85040
 www.bluum.com

Bill To
 Hickman Co School District
 115 Murphree Ave
 Centerville TN 37033

Ship To
 Hickman Co School District

Memo:

Expires	Sales Rep	Contract	Terms
06/12/2023	965 NICOLE SIRIANNI		NEW

Qty	Item	MFG	Price	Ext. Price
150	OPTION #1 Integration Item REFURBISHED - 497317 DELL, OPTIPLEX 5060, SFF, I5 8500, 3.0 GHZ, DDR4, 8.0 GB DDR4 RAM, 480 GB SSD, GB, GT710 2GB GRAPHICS CARD WITH VGA+DVI+HMDI LOW PROFILE, NIC, WINDOWS 11 PROFESSIONAL, KEYBOARD MOUSE - 5 YEAR DESKTOP REFURB SHIELD WARRANTY INCLUDED. SHIPPING INCLUDED - CUSTOM IMAGING INCLUDED	Dell	\$399.88	\$59,982.00
150	OPTION #2 Integration Item REFURBISHED- HP PRODESK 600 G4, SFF, I5 8500, 3.0 GHZ, DDR4, 8.0 GB DDR4 RAM, 480 GB SSD, GB, GT710 2GB GRAPHICS CARD WITH VGA+DVI+HMDI LOW PROFILE, NIC, WINDOWS 11 PROFESSIONAL, KEYBOARD and MOUSE - 5-YEAR DESKTOP REFURB SHIELD WARRANTY INCLUDED. SHIPPING INCLUDED - CUSTOM IMAGING INCLUDED	HP	\$402.54	\$60,381.00

****Bluum provides professional development from former educators who are committed to providing world class instructional training. With the purchase of educational technology, we recommend including PD to ensure effective adoption. Ask about our getting started package, 3-hour remote and 6-hour onsite training.**

Subtotal	\$120,363.00
Tax Total (9.75%)	\$11,735.39
Shipping Cost	\$0.00
Total	\$132,098.39





Quote

#262037

03/14/2023

Bluum USA, Inc. (f.k.a. Troxell Communications Inc.)
4675 E. Cotton Center Blvd
Suite 155
Phoenix AZ 85040
www.bluum.com

To accept this quotation, sign here : _____

This document is subject to the terms and conditions found here: www.bluum.com/terms-conditions
If accepting this quote via purchase order please reference this quote number on your PO. To order via credit card please contact customer service .
Pricing Adjustments as it Relates to Tariffs: If/When international tariff changes impact any product(s) included in this quote, Bluum reserves the right to adjust or cancel this quote.
Please inspect product upon delivery. All claims for defective merchandise or errors in shipping must be made within five days after receipt of goods.
Clients using their own carriers will be responsible for filing their own freight claims if product is damaged in transit.
Returns require an authorization number and must be made within 30 days.
Custom orders and "Consumables", such as projector lamps, may not be returned.
Returns are subject to restocking fees with the exception of out of box failures and replacements under warranty.
Restocking fees varying depending on the product line, expect a minimum charge of 25%.



262037



SHIELDSM Protection Program Plans

Enhanced Protection for
Laptops and Chromebooks

With the recent implementation of remote and hybrid learning environments, thousands of devices are now in transit between schools and student homes. This is driving an increase in accidental damage to devices. Combine that with a national laptop shortage and Technology departments are suddenly under an immense amount of pressure to keep working devices in circulation. What they need is a SHIELD.

The SHIELDSM Protection Program offers one of the best coverage plans in the industry. SHIELD acts as an extension of the original manufacturer (OEM) warranty and includes accidental damage protection. Bluum coordinates all repair services on behalf of the purchaser for devices covered under the original OEM warranty. This provides convenience and peace of mind for tech and IT teams who are already busy with multiple demands for their time.

bluum.com



PROGRAM FEATURES & BENEFITS

Set up and deployment provided
by Bluum

Repairs done in 10 days plus
shipping time*

Free shipping to and from
school location

Single and multi-device
packaging included

24/7 access to SHIELD
Customer Service Portal

Zero cost of ownership guarantee
(no deductibles or fees)

* Repair time subject to parts availability.

bluumTM

SINGLE AND MULTIPLE YEAR PROTECTION FOR COMPUTING DEVICES

Feature	SHIELD Extended	SHIELD with ADP	SHIELD with ADP Plus	SHIELD with ADP Premium
Extension of OEM warranty	✓	✓	✓	✓
Unlimited component failure repairs	✓	✓	✓	✓
Coverage from 1 to 4 years	✓	✓	✓	✓
Tiered Pricing	✓	✓	✓	✓
Shipping included	✓	✓	✓	✓
Single and multi-device packaging	✓	✓	✓	✓
24/7 customer service available	✓	✓	✓	✓
Replacement, if not repairable	✓	✓	✓	✓
Unlimited accidental damage repair	✓	✓	✓	✓
Clip-on, always On case ✦		✓	✓	✓
Battery & power replacement program			✓	✓
Loss & Theft Coverage				✓

* Limited to 1 claim per serial number
 ✦ Cases included for Chromebooks only

See Terms & Conditions for more information

SHIELD COVERS COMPUTING DEVICES FROM MULTIPLE MANUFACTURERS:



Trust Bluum for every aspect of your mobile device management—from purchase and deployment through repair, management, and end of life services.

Need more info? Contact sales@bluum.com



Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 3/13/23 Name: Bluum USA, Inc.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 3/13/23 Signature: 
Irving Lopez Virgen - VP of Operations



Corporate Resolution of Signing Authority

RESOLVED, that Erez Pikar, President and Chief Executive Officer; Daniel Gerelick, Chief Financial Officer; Naipaul Sheosankar, Treasurer; Michael Fabio, Secretary and Vice President of Finance; Sarah Kydd, Chief Operating Officer; Craig Schramm, Vice President of Business Systems; Michael Tierney, Chief Solutions Officer; Irving Lopez Virgen, Vice President of Operations; Sarah Brown, Vice President of Finance; and Melissa Curtis, Vice President of Sales Operations are hereby authorized to sign contracts of Bluum USA, Inc. (the "Corporation") in the Corporation's name and behalf.

The undersigned hereby certifies that he is the duly elected and qualified Vice President of Operations of the Corporation which is duly formed pursuant to the laws of the state of Delaware and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the Corporation on the 10th day of October, 2022, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Vice President of Operations and have hereunto affixed the corporate seal of the above-named Corporation this 10th day of October, 2022.

Irving Lopez Virgen, Vice President of Operations



TRAFERA

DESKTOP COMPUTERS

Prepared for: Hickman County
Schools

03-16-2023

Trafera, LLC

2550 University Ave. W
Suite 315-S

Saint Paul, MN 55114

Ph. 651-888-7922

Fax 651-888-7916

RIGHT TECHNOLOGY + RIGHT SUPPORT = **BRIGHT FUTURE**



@ Trafera.com

2550 University Ave W Ste 315-S
Saint Paul, MN 55114

(651) 888-7922

03-16-2023

Hickman County Schools
Attn: Brad Gilbert
114 North Central Ave Suite 203
Centerville, TN 37033

Desktop Computers

To Brad Gilbert and to Whom it May Concern,

Please accept our enclosed proposal for your *Desktop Computers* bid request. Trafera is one of the top national providers of innovative computing solutions. Our company has become an expert in offering customer-focused solutions that make rollouts and transitions a breeze.

When preparing our response, we strictly followed all of your instructions and requirements. We accept the contract terms in the RFP and request no exceptions.

Trafera provides our customers with unparalleled pre-deployment services, superior warranties, comprehensive repair solutions, and specialized professional development programs. Along with providing the best technology products, we are ready to be your true technology partner long after your devices are delivered.

We hope to show you that our proposal will provide the very best technology solution for Hickman County Schools. If we can answer any questions or provide more information, please let us know.

Sincerely,

Jim Mattson
Sr. VP of Sales, Trafera LLC



Company Information

Company Information and Mission

January 2021, FireFly Computers and Trinity3 Technology united as Trafera to provide the educational technology market with the latest and greatest Chromebooks and classroom technology. In early 2022, Louisiana-based IFP reseller and installer AXI Education Solutions joined the Trafera family. With over 33 years of combined experience, we bring you even better prices, greater product availability, and a wider range of products and services, all without sacrificing the fast, personalized service you deserve.

We currently do business with over 3,500 school districts and organizations across all 50 US states, and we distribute and service over 950,000 devices every year. Trafera is dedicated to transforming learning experiences by making people our number one investment. Yes, we specialize in technology for K-12 schools, but our goal at Trafera goes beyond selling technology. We want to help schools nationwide achieve greater educational outcomes through fully supported and embraced technology solutions.

Our team members are experts in making technology deployments painless, and we've made it our mission to connect with our customers individually to develop a solution that addresses their biggest technology needs and concerns. By offering the right technology with the right support, we drive student achievement toward a bright future.

Partnerships

Trafera holds several partnerships with the best manufacturers of computing and classroom technology equipment. Not only is Trafera a Google for Education Premier Partner; but we are also one of the top vendors of Chromebooks and classroom technology in North America and one of the top 3 vendors of Google Chrome Products worldwide. Because we are recommending HP products in this proposal, we are proud to say that we are an HP Power Partner and Authorized Services Provider.



Trafera Account Manager

At Trafera, we pride ourselves on providing the very best customer service in the technology industry. You will have direct access to your own dedicated, US-based, Trafera Account Manager who can help with everything from pre-sales questions to warranty support. This means you'll always get reliable service from someone who knows your account and can provide you with the timely assistance you deserve.

Your Trafera Account Manager:

Haley Pryor, Senior Account Manager

612-326-1810 (direct) 651-888-7916 (fax)

haley.pryor@trafera.com



Project Details

Proposal Overview

For this RFP we are proposing the HP Pro 400 G9. All products are brand new, and free on-board destination shipping via Green Pack is included. Our proposal and pricing will be valid through April 8, 2023.

Trafera specializes in technology for K-12 education, higher education, and municipal government agencies. By focusing on these specific sectors of the technology market, we've been able to partner with customers to address specific pain points in ways other vendors can't match. Whether it's stress-free setup options, convenient warranty services, or revolutionary new ways to handle parts and repairs, Trafera is fully invested in delivering one-of-a-kind solutions to help you manage your technology faster, easier, and more pain-free.

Delivery

Due to the high volume of products we sell, Trafera maintains an extremely favorable relationship with our manufacturers. Having our own private, climate-controlled warehouse stocked with tens of thousands of devices allows us to shorten delivery times and prevent product shortages where possible. Trafera fills orders on a first-in-first-out basis, so the earlier we receive a purchase order, the sooner we can deliver.

We estimate that we can deliver the devices within 15 (fifteen) days upon receipt of a purchase order. If a loading dock is not present at the location, we will provide liftgate delivery service at no extra charge. We are committed to over-promise and under-deliver, and to providing delivery updates on orders as soon as we receive them.



Products & Services

Product Specifications

HP Pro 400 G9-Wolf Pro Security_SFF_Core i5

HP Pro 400 G9 - Wolf Pro Security - SFF - Core i5 12500 / 3GHz - RAM 8 GB - SSD 512 GB - NVMe - UHD Graphics 770 - GigE - Win 10 Pro (includes Win 11 Pro License) - monitor: none - keyboard: US - with HP 3 years Next Business Day Onsite Hardware Support for Desktops - with HP Wolf ProSecurity Edition (1 year)

Warranty

The warranty process is simplified and streamlined through Trafera's free RMA program. With the delivery of your order, we'll include several RMA boxes. When a device needs repair, just record the serial number and insert it into the protective packaging provided. When 5-12 devices are ready to go, simply contact us for a pre-paid UPS shipping label. Additional RMA boxes will be replenished as needed throughout the length of the warranty term. This convenient program does not interfere with the customer's right to send individual devices for repair under the standard warranty terms. See HP's website at <https://www.hp.com/us-en/home.html> for additional direct warranty support.

Trafera's customized warranty portal allows customers to:

- Submit warranty claims
- Track the repair status of devices
- View warranty and device repair history
- Request new parts for the onsite parts closet
- Track the status of replacement parts
- Access a resource library with FAQs, repair videos, guides, and more

Trafera Green Pack

As a "green" waste-reducing shipping option, we offer our Trafera Green Pack with this proposal. With this green option, devices will be shipped to the destination in large "Gaylord-style" boxes with cardboard or slotted foam dividers. Trafera Green Pack saves time and reduces the number of technical staff required to unbox and distribute large technology orders (Each box holds approximately 240 devices). Our team compresses and bundles the original packaging and leftover boxes into reusable cardboard bales. Materials are then picked up by a local cardboard recycler.

Free Trafera TRAILS

TRAILS (Technology, Resources, Activities, and Investigative Lessons for Schools) is a powerful library of lessons and professional learning experiences that empower teachers to transform



instruction by broadening their technology fluency. TRAILS comes in two variations: TRAIL Guides and TRAIL Mix. TRAIL Guides are thorough, rigorous courses that follow the research-based 5E Model of Instruction. They are organized into five thematic lesson units that cover multiple weeks of instruction. These lessons are tightly aligned to Next Generation Science and ISTE Standards. Further, TRAIL Guides follow Universal Design for Learning guidelines to ensure these lessons accommodate every learner.

Looking for something a little smaller? Check out, TRAIL Mix! This variation offers power-packed activities, is perfect for virtual delivery, and is designed to be taught in under 45 minutes. Every TRAIL Mix activity has fun interdisciplinary components too. When you purchase devices with Trafera, you'll have access to TRAILS, all at no charge. To create an account, visit <https://www.trafera.com/trafera-trails/>.

Resources for Success

Trafera brings you more than just products and services, we go beyond using technology hardware to drive student achievement. When you become part of our Trafera community, you're adopted into a full ecosystem of resources, guides, expert advice, insider information, social interactions, webinars, and more. The indispensable tools we bring you can help you create a technology environment where all students are connected, all staff and teachers are equipped, and every need is supported. To stay up to date on the latest resources Trafera has to offer, check out <https://www.trafera.com/shows-events/> and follow us on your social platform of choice.

Web: <https://www.trafera.com>

LinkedIn: <https://www.linkedin.com/company/traferaofficial/>

YouTube: Search **Trafera**

Facebook: <https://www.facebook.com/TraferaOfficial/>

Twitter: <https://twitter.com/TraferaOfficial>



Experience

References

At Trafera, we're proud of our reputation for having the best customer support in the technology industry. We invite you to reach out to the districts below for examples of the technology solutions that have been implemented by our organization.

Lebanon Special School District

Stephen Holliman

stephen.holliman@lssd.org

615-453-2694 x3

Tipton County Schools

Melissa Chipman

mchipman@tipton-county.com

901-622-8239

Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 3/13/2023 Name: Chad Dehmlow

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 3/13/2023 Signature: 



Bill to
Hickman County Schools
Customer No: 70338
 114 North Central Ave
 Suite 203
 Centerville TN 37033
 USA

Ship to

Quote Details
 Created: March 9, 2023
 Expiration: April 8, 2023
 Created by: Haley Pryor
 haley.pryor@trafera.com

Estimate No: None

Contract
 None

Products & Services

Items and Descriptions	Overview	Notes	Qty	Unit Price	Totals
HP Pro 400 G9 - Wolf Pro Security - SFF - Core i5	HP Pro 400 G9 - Wolf Pro Security - SFF - Core i5 12500 / 3 GHz - RAM 8 GB - SSD 512 GB - NVMe - UHD Graphics 770 - GigE - Win 10 Pro (includes Win 11 Pro License) - monitor: none - keyboard: US - with HP 3 years Next Business Day Onsite Hardware Support for Desktops - with HP Wolf Pro Security Edition (1 year) VPN: 6C197UT#ABA		150	\$941.00	\$141,150.00
Trafera Green Packing	"Trafera Green Packing - Go green and reduce the amount of cardboard to recycle - Up to 144 devices bulk-packed in slotted Gaylord-style box - Slotted foam or cardboard dividers - Delivered on pallet"		150	\$0.00	\$0.00
Shipping - All Freight Included			1	\$0.00	\$0.00
Lift Gate on Truck	"Lift Gate on Truck - Liftgate service provided at time of delivery - Required for heavy or bulky items if loading dock is not present at delivery location"		1	\$0.00	\$0.00
				Subtotal	\$141,150.00
				Tax	\$0.00
				Total	\$141,150.00
				Net Terms	N30

Terms and Conditions

This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date.

Questions? Contact me

Haley Pryor

haley.pryor@trafera.com



Trafera

2550 University Ave W, Suite 315 - S

St. Paul MN 55114

United States



HP Pro SFF 400 G9 Desktop PC

Versatile to meet your ever-changing business needs

Keep up with the varied needs of your business. The small and capable HP Pro SFF 400 features strong security and performance. Scalable architecture and connectivity options make the most of your investment—now and in the future.



*Product image may differ from actual product

HP recommends Windows 11 Pro for business

Expansion that extends your investment

- The HP Pro SFF 400 has an m.2 slot for WLAN and one for storage, one PCIe x16 slot, and one PCIe x1 slot.

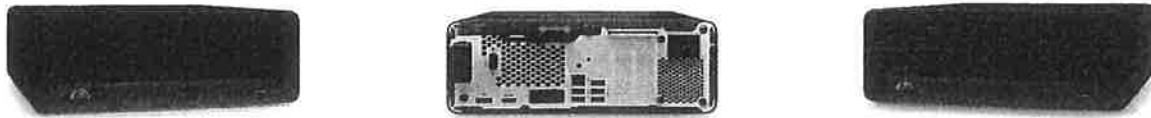
Boost your productivity

- Increase productivity and tackle a range of workflows with video ports supporting up to three displays.³

Protected by HP Wolf Security

- HP Wolf Security for Business creates a hardware-enforced, always-on, resilient defense. From the BIOS to the browser, above, in, and below the OS, these constantly evolving solutions help protect your PC from modern threats.⁵
- Rest easy with a PC that undergoes MIL-STD 810 testing and 120,000 hours of the HP Total Test Process. Reduce airborne particulate intake with an optional dust filter that helps extend the life of your PC.^{6,7,8}
- Configure your desktop's CPU for the perfect combination of performance, power consumption, and value. The latest Intel® processor handles multiple work tasks smoothly and reliably with multiple processing cores to divide up the work.²
- Get power and performance built for small form factors and a range of multi-app workflows. Optional NVIDIA® T400 graphics lets you focus on what matters most with this visual computing platform for mission-critical business.⁴
- With two standard native video ports and one configurable flex video port, this small form factor PC can support up to three displays—increasing productivity and providing more space for your multi-tasking day.⁹
- HP Sure Admin, a modern BIOS management tool, eliminates the need for a password or BIOS configuration utility in the OS by creating a digital signature that allows IT administrators to securely manage BIOS settings over a network.¹⁰
- Help protect your PC from websites and read-only Microsoft Office and PDF attachments with malware, ransomware, or viruses with hardware-enforced security from HP Sure Click.¹¹
- Firmware attacks can completely devastate your PC. Stay protected with HP Sure Start Gen7, the self-healing BIOS that automatically recovers itself from attacks or corruption.¹²
- The EPEAT® registered HP Pro SFF 400 uses ocean-bound plastics in the speaker box and the outer box packaging is 100 percent sustainably sourced and recyclable.^{13,14,15}
- Get next-gen memory performance with 3200MHz DDR4 memory, which works in sync with your CPU, and holds more data at a lower voltage than previous generations.⁴
- Effortlessly connect peripherals with a convenient USB Type-C® port on the front panel of your HP Pro Small Form Factor Desktop.

HP Pro SFF 400 G9 Desktop PC Specifications Table



*Product image may differ from actual product

Available Operating Systems	Windows 11 Pro ¹ Windows 11 Pro Education ¹ Windows 11 Home – HP recommends Windows 11 Pro for business ¹ Windows 11 Home Single Language – HP recommends Windows 11 Pro for business ¹ Windows 11 Pro (preinstalled with Windows 10 Pro Downgrade) ² FreeDOS
Processor Family ³³	Intel® Pentium® processor; Intel® Celeron® processor; 12th Generation Intel® Core™ i7 processor; 12th Generation Intel® Core™ i3 processor; 12th Generation Intel® Core™ i5 processor
Available Processors ^{29,31,32,33}	Intel® Core™ i5-12600 with Intel® UHD Graphics (3.3 GHz base frequency, up to 4.8 GHz with Intel Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads), supports Intel® vPro® Technology; Intel® Core™ i5-12500 with Intel® UHD Graphics (3.0 GHz base frequency, up to 4.6 GHz with Intel® Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads), supports Intel® vPro® Technology; Intel® Core™ i5-12400 with Intel® UHD Graphics (2.5 GHz base frequency, up to 4.4 GHz with Intel® Turbo Boost Technology, 18 MB L3 cache, 6 cores, 12 threads), supports Intel® vPro® Technology; Intel® Core™ i3-12300 with Intel® UHD Graphics (3.5 GHz base frequency, up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 4 cores, 8 threads); Intel® Core™ i3-12100 with Intel® UHD Graphics (3.3 GHz base frequency, up to 4.3 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 4 cores, 8 threads); Intel® Pentium® Gold G7400 with Intel® UHD Graphics (3.7 GHz base frequency, 6 MB L3 cache, 2 cores, 4 threads); Intel® Celeron® G6900 with Intel® UHD Graphics (3.4 GHz base frequency, 4 MB L3 cache, 2 cores, 2 threads); Intel® Core™ i7-12700 with Intel® UHD Graphics (2.1 GHz base frequency, up to 4.9 GHz with Intel® Turbo Boost Technology, 25 MB L3 cache, 12 cores, 20 threads), supports Intel® vPro® Technology
Chipset ³²	Intel® Q670
Form factor	Small form factor
Maximum memory	64 GB DDR4-3200 SDRAM ^{3,4} Transfer rates up to 3200 MT/s.
Memory slots	2 DIMM
Internal storage	500 GB up to 2 TB SATA HDD ⁵ up to 500 GB SATA SED Opal 2 HDD ⁵ 256 GB up to 1 TB PCIe® NVMe™ M.2 SSD ⁵ 256 GB up to 2 TB PCIe® NVMe™ TLC M.2 SSD ⁵ 256 GB up to 512 GB PCIe® NVMe™ SED Opal 2 TLC M.2 SSD ⁵
Optical drive	HP 9.5 mm Slim DVD-Writer; HP 9.5 mm Slim DVD-ROM ⁶
Available Graphics	Integrated: Intel® UHD Graphics 730; Intel® UHD Graphics 770 Discrete: NVIDIA® T400 (2 GB GDDR6 dedicated) ⁷
Audio	Realtek ALC3252 codec, universal audio jack with CTIA and OMTP headset support
Expansion slots	1 M.2 2230; 1 M.2 2280; 1 PCIe 3x1; 1 PCIe 4x16 ¹¹ (1 M.2 2230 slot for WLAN or storage and 1 M.2 2280 slot for storage.)
Memory card device	1 SD 4.0 card reader
Ports and Connectors	Front: 1 headphone/microphone combo; 1 SuperSpeed USB Type-C® 10Gbps signaling rate; 3 SuperSpeed USB Type-A 10Gbps signaling rate ; Rear: 1 audio-out; 1 power connector; 1 RJ-45; 1 HDMI 1.4; 3 SuperSpeed USB Type-A 5Gbps signaling rate; 1 DisplayPort™ 1.4; 2 USB Type-A 480Mbps signaling rate ; Optional Ports: Add-on card – choose one of the following options: 4x Serial, serial and PS/2 ports combination or parallel; Add-on port: 1 serial; Flex IO port – choose one of the following options: 1 DisplayPort™ 1.4, 1 VGA, 1 HDMI 2.0b, 1 serial, 1 SuperSpeed USB Type-C® 10Gbps signaling rate (alternate mode DisplayPort™), 1 Dual SuperSpeed USB Type-A 5Gbps signaling rate ³⁵
Input devices	HP PS/2 Business Slim Keyboard; HP USB Business Slim SmartCard CCID Keyboard; HP 125 Wired Keyboard; HP 125 Antimicrobial Wired Keyboard; HP 655 Wireless Keyboard and mouse combo; HP USB 320K Keyboard ¹⁵ ; HP PS/2 mouse; HP Wired Desktop 320M mouse; HP 125 Wired Mouse; HP 128 Laser Wired Mouse; HP 125 Antimicrobial Wired Mouse ¹⁵ .
Communications	LAN: Integrated Intel® I219LM GbE LOM; Intel® I225-T1 PCIe® 2.5 GbE ¹² ; WLAN: Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card, vPro®; Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card, non-vPro®; Realtek RTL8821CE 802.11a/b/g/n/ac (1x1) Wi-Fi® and Bluetooth® 4.2 wireless card; Realtek RTL8852AE 802.11a/b/g/n/ax (2x2) Wi-Fi® and Bluetooth® 5.2 wireless card ^{13,25} ;
Drive Bays	One 3.5" HDD
Environmental	Operating temperature: 10 to 35°C; Operating humidity: 10 to 90% RH;
Software	HP Notifications; HP PC Hardware Diagnostics UEFI; HP Support Assistant; HP Connection Optimizer; HP Privacy Settings; HP PC Hardware Diagnostics Windows; HP Desktop Support Utilities; MyHP; HP QuickDrop; HP Easy Clean; Touchpoint Customizer for Commercial; HP Easy Clean Keyboard Driver; HSA Fusion for Commercial; HSA Telemetry for Commercial; ^{9,10}
Available software	HP Smart Support ⁸
Security management	Trusted Platform Module TPM 2.0 Embedded Security Chip shipped with Windows 10 (Common Criteria EAL4+ Certified)(FIPS 140-2 Level 2 Certified); HP Secure Erase; HP Sure Click; Absolute Persistence module; HP Sure Admin; HP Tamper Lock; HP Sure Start Gen7; HP Sure Sense ^{2,16,17,18,19,20,21,22,23}
Security Software Licenses	HP Wolf Pro Security Edition ⁵⁶
Management features	HP Client Catalog (download); HP Driver Packs (download); HP Image Assistant (download); HP Client Management Script Library (download); HP Manageability Integration Kit Gen 4 (download) ⁷
Power	180 W internal power supply, up to 90% efficiency, active PFC; 240 W internal power supply, up to 92% efficiency, active PFC
Dimensions	10.6 x 3.7 x 12.1 in; 27 x 9.5 x 30.8 cm
Weight	9.25 lb; 4.2 kg; (Exact weight depends on configuration.)
Ecolabels	EPEAT® registered ⁵⁵
Energy star certified (series fixed)	ENERGY STAR® certified

HP Pro SFF 400 G9 Desktop PC

Messaging Footnotes

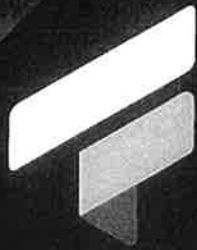
- ¹ Multicores designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and branding is not a measurement of higher performance.
- ² Two standard video ports included with an optional third flex port configurable at the time of purchase.
- ³ Optional feature that must be configured at the time of purchase.
- ⁴ HP Wolf Security for Business requires Windows 10 or higher, includes various HP security features and is available on HP Pro, Elite, Workstation, and RPOS products. See product details for included security features and OS requirements.
- ⁵ MIL-STD testing is not intended to demonstrate fitness for U.S. Department of Defense contract requirements or for military use. Test results are not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.
- ⁶ HP Total Test Process testing is not a guarantee of future performance under these test conditions. Accidental damage requires an optional HP Accidental Damage Protection Care Pack.
- ⁷ Sold separately as an optional feature.
- ⁸ Flex video port not included and sold separately.
- ⁹ HP Sure Admin requires Windows 10 or higher, HP BIOS, HP Manageability Integration Kit from <http://www.hp.com/go/kitmanagement> and HP Sure Admin Local Access Authenticator smartphone app from the Android or Apple store.
- ¹⁰ HP Sure Click requires Windows 10 or higher. See <http://bit.ly/2P4L7GA>, Sure Click for complete details.
- ¹¹ HP Sure Start Gen 7 is available on select HP PCs and requires Windows 10 or higher.
- ¹² EPEAT® registered where applicable. EPEAT® registration varies by country. See <http://www.epeat.net> for registration status in your country.
- ¹³ Speaker enclosure component contains 5 percent ocean bound plastic by weight.
- ¹⁴ 100 percent outer box packaging made from sustainably sourced certified and recycled fibers. Fiber cushions made from 100 percent recycled wood fiber and organic material. Any plastic cushions are made from >90 percent recycled plastic.

Technical Specifications Footnotes

- ¹ Not all features are available in all editions or versions of Windows. Systems may require upgraded and/or separately purchased hardware, drivers, software or BIOS update to take full advantage of Windows functionality. Windows is automatically updated and enabled. High speed internet and Microsoft account required. ISP fees may apply and additional requirements may apply over time for updates. See <http://www.windows.com>.
- ² This system is preinstalled with Windows 10 Pro software and also comes with license for Windows 11 Pro software and provision for recovery software. You may only use one version of the Windows software at a time. Switching between versions will require you to uninstall one version and install the other version. You must back up all data (files, photos, etc.) before uninstalling and installing operating systems to avoid loss of your data.
- ³ Memory modules support data transfer rates up to 3200 MT/s. Actual data rate is determined by the system's configured processor. See processor specifications for supported memory data rate.
- ⁴ All memory slots are customer accessible / upgradable.
- ⁵ For hard drives and solid state drives, GB = 1 billion bytes, TB = 1 trillion bytes. Actual formatted capacity is less. Up to 36 GB (for Windows) of system disk is reserved for the system recovery software.
- ⁶ Sold separately as an optional feature. With Blue-Ray, certain disc, digital connection, compatibility and/or performance issues may arise, and do not constitute defects in the product. Flawless playback on all systems is not guaranteed, in order for some Blu-ray titles to play, they may require DVI or HDMI digital connection and your display may require HDCP support. HD-DVD movies cannot be played on this PC. Don't copy copyright-protected content.
- ⁷ HP Manageability Integration Kit can be downloaded from <http://www.hp.com/go/kitmanagement>.
- ⁸ HP Smart Support automatically collects the telemetry necessary upon initial boot of the product to deliver device-level configuration data and health insights and is available pre-installed on select products, thru HP Factory Configuration Services; or it can be downloaded. For more information about how to enable HP Smart Support or for download, please visit <http://www.hp.com/smart-support>.
- ⁹ HP Quick Drop requires internet access and Windows 10 PC preinstalled with HP Quick Drop app and either an Android device (phone or tablet) running Android 7 or higher with the Android HP Quick Drop app, and/or an iOS device (phone or tablet) running iOS 12 or higher with the iOS HP Quick Drop app.
- ¹⁰ HP Support Assistant: Requires Windows and Internet access.
- ¹¹ SD 4.0 with 5-in-1 interface (Supports SD, SDXC, SDHC, UHS-1, UHS-R). Sold separately as an optional feature.
- ¹² Intel® 125-11 PCIe® 2.5 GbE: Sold separately as an optional feature.
- ¹³ Wireless access point and internet service required. Availability of public wireless access points limited. Wi-Fi 6 (802.11 ax) is backwards compatible with prior 802.11 specs.
- ¹⁴ Sold separately as an optional feature.
- ¹⁵ Availability may vary by country (in limited China only).
- ¹⁶ HP Sure Sense is available on select HP PCs and is not available with Windows 10 Home.
- ¹⁷ HP BIOSphere Gen 5 features may vary depending on the platform and configuration.
- ¹⁸ HP Secure Erase for the methods outlined in the National Institute of Standards and Technology Special Publication 800-88 "Clear" sanitation method. HP Secure Erase does not support platforms with Intel® Optane™.
- ¹⁹ HP Sure Click requires Windows 10 Pro or higher or Enterprise. See https://bit.ly/2P4L7GA_SureClick for complete details.
- ²⁰ HP Sure Start Gen 7 is available on select HP PCs.
- ²¹ HP Sure Admin requires Windows 10 or higher, HP BIOS, HP Manageability Integration Kit from <http://www.hp.com/go/kitmanagement> and HP Sure Admin Local Access Authenticator smartphone app from the Android or Apple store.
- ²² Absolute firmware module is shipped turned off and can only be activated with the purchase of a license subscription and full activation of the software agent. License subscriptions can be purchased for terms ranging from 1 to 3 years. Service is limited, check with Absolute for availability outside the U.S. Certain conditions apply. For full details visit: <https://www.absolute.com/about/legal/agreements/absolute>.
- ²³ HP Wolf Security for Business requires Windows 10 or higher, includes various HP security features and is available on HP Pro, Elite, RPOS and Workstation products. See product details for included security features and OS requirement.
- ²⁴ Wireless access point and internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 is backwards compatible with prior 802.11 specs.
- ²⁵ The 800 G9, 500 G9, and 400 G9 Tower/SFF products do not operate under 6GHz band. The products are compatible with 6GHz and other routers, sold separately, and will operate in 2.4GHz and 5GHz bands. The actual throughput depends on network condition and router configuration.
- ²⁶ Based on US EPEAT® registration according to IEEE 1680.1-2018 EPEAT®. Status varies by country. Visit www.epeat.net for more information.
- ²⁷ Multi-Core is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and branding is not a measurement of higher performance.
- ²⁸ Intel® Turbo Boost technology requires a PC with a processor with Intel Turbo Boost capability. Intel Turbo Boost performance varies depending on hardware, software and overall system configuration. See www.intel.com/technology/turbo-boost for more information.
- ²⁹ For full Intel® vPro® functionality, Windows 10 Pro 64 bit, vPro supported processor, vPro enabled chipset, vPro enabled wired LAN and/or WLAN card and TPM 2.0 are required. Some functionality requires additional 3rd party software in order to run. See <http://intel.com/vpro>.
- ³⁰ Some functionality of vPro, such as Intel Active Management Technology and Intel Virtualization technology, requires additional 3rd party software in order to run. Availability of future "virtual appliances" applications for Intel vPro technology is dependent on 3rd party software providers. Compatibility with future "virtual appliances" is yet to be determined.
- ³¹ Flex Port and Add-on Card are optional and must be configured at time of purchase. Max of one Flex Port and one Add-on Card can be configured.
- ³² HP Wolf Pro Security Edition (including HP Sure Click Pro and HP Sure Sense Pro) is available pre-installed on select SKUs and, depending on the HP product purchased, includes a paid 1-year or 3-year license. The HP Wolf Pro Security Edition software is licensed under the license terms of the HP Wolf Security Software - End-User License Agreement (EULA) that can be found at <https://support.hp.com/us-en/documents/3975769-3873014-16> as that EULA is modified by the following: 7. Term. Unless otherwise terminated earlier pursuant to the terms contained in this EULA, the license for the HP Wolf Pro Security Edition (HP Sure Sense Pro and HP Sure Click Pro) is effective upon activation and will continue for either a twelve (12) month or thirty-six (36) month license term ("Initial Term"). At the end of the Initial Term you may either (a) purchase a renewal license for the HP Wolf Pro Security Edition from HP.com, HP Sales or an HP Channel Partner, or (b) continue using the standard versions of HP Sure Click and HP Sure Sense at no additional cost with no future software updates or HP Support.

Sign up for updates hp.com/go/getupdated





TRAFERA

Supporting the entire modern classroom as a **one-stop shop for education technology**



TRUSTED PARTNER FOR K12 TECH

- ✓ **3500+** Schools Served
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- ✓ **4.9 Star Rating** On Google Reviews

** Distributed and Serviced*

PROUDLY PROVIDING

Computing

- Chromebooks
- Windows Laptops
- Windows Desktops
- STEM
- ESports
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Classroom Technology

- Interactive Flat Panels
- Charging & Storage
- Teaching Cameras
- Classroom Audio

Peripherals

- Software
- Cases, Shells, and Bags
- Keyboards & Mice
- Headphones & Headsets

Teacher Support

- Professional Development
- Ready-Made Lesson Plans



"The customer care provided by Trafera is second to none."

The level of detail and accountability demonstrated has been superior. I highly recommend Trafera for your technology needs!"

Laurie Huseman
Spirit Lake Community School District

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Trinity3 and FireFly are now Trafera!



TRAFERA

Support and Services



"This organization is high quality and founded on good values. They are our number 1 choice for purchasing technology as we find they present us with the best solutions, purchasing options, value and client service!"



Ramiro Salto
Serena Community UD #2, IL



In the 20+ years of being a technology coordinator for our school district, [Trafera] has been one of the best companies to work with. Their sales people are amazing. Their service and support are awesome.



Noel Erskine
Norris School District, NE

Before they ship

CHROMEBOOK FLEET SETUP

Premium White Glove

- Enroll in Google Apps domain
- Pre-configure WiFi settings
- Update Chrome OS to the latest stable release
- Basic testing to replace defective and DOA units
- Apply district specific settings and customizations
- Assign subsets of devices to specific OUs, if desired

Etching and Asset Tagging

- Customizable to your district

CARTS, CASES, AND MORE

Charging Carts and Cabinets

- Top manufacturers and models for education available
- Buy Chromebooks and Carts together for professional pre-wiring and in-cart shipping

Cases and Shells

- Devices pre-installed in cases or shells (by request)

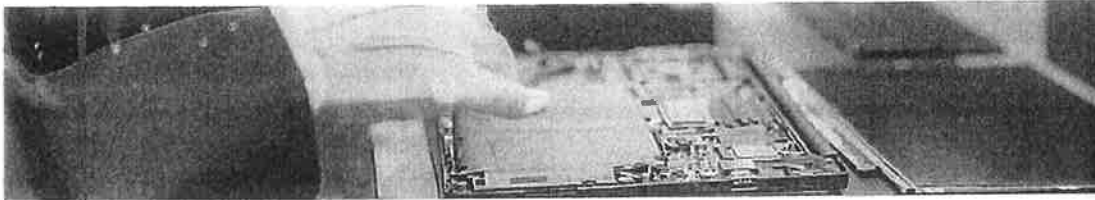
CUSTOM SHIPPING

Bulk Packaging and Shipping

- Eco-friendly packaging saves time, money, and the pain (literally) of opening hundreds of boxes
- Paired with White Glove, it's the fastest, easiest way to distribute new devices.

trafera.com





When they need repairs

WARRANTY SUPPORT

Trafera Warranties

- Single point of contact for all your warranty repair needs
- All logistics, shipping, and repairs are done by Trafera's in-house staff
- Warranty levels let you get as much or as little coverage as your school needs

Extended Warranties and Accident Damage

- Authorized Services Provider (ASP) for most manufacturers
- Fast turn-around times

Trafera Smart Ship

- Free shipping both ways for bulk-device repairs
- Convenient packaging provided, free of charge

ALTERNATIVE REPAIR OPTIONS

Trafera Smart Repair

- All the convenience of a warranty, but only pay for the repairs you need.
- Cause of breakage doesn't matter, there's no need for tracking down serial numbers, and you can use credits on any device, even if you didn't purchase it from us.
- Credits good for professional repairs and Chromebook parts

DIY Repair Kit

- Professional tools for two or more technicians to complete just about every Chromebook repair
- Get started with our free Student Repair Program Starter Guide

Chromebook Parts Store

- Online portal for finding and buying Chromebook parts

We're with you the whole time.

TRAFERA WARRANTIES



Trafera Silver Warranty

1-4 Year Warranty



Trafera Gold Warranty

1-4 Year Warranty with
Accidental Damage Protection (ADP)



Trafera Platinum Warranty

Premium 1-4 Year Warranty with
Accidental Damage Protection (ADP)



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Contact Trafera
for more information

Trinity3 and FireFly are now Trafera!



INTRODUCING TRAILS

Trafera Resources, Activities,
and Investigative Lessons for Schools

Empower Educators to Teach with Tech

TRAILS is a powerful online library of lessons and professional learning experiences that empower teachers to transform their instruction by broadening their technology fluency. These diverse lessons were each developed by educators for educators and were written by award-winning, TED-Talk-giving education superstars who know a thing or two about using technology in the classroom. With TRAILS, you can:

Transform learning experiences. A TRAILS Learning experience is noticeably different than a traditional lesson. It addresses learning standards in a fresh and exciting way.

Broaden teachers' tech fluency. Each lesson introduces the teacher to a technology tool they have likely never used before. This builds their capacity to engage students and close achievement gaps.

Lesson Types



TRAIL GUIDES

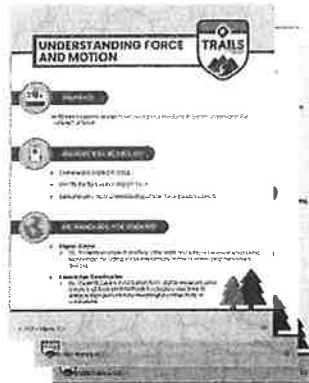
Multi-lesson learning adventures

These rigorous lessons follow the research based 5E Model of instruction, and are organized into 5-lesson thematic units that cover multiple weeks of instruction. TRAIL Guides are tightly aligned to Next Generation Science and ISTE Standards. Also, TRAIL Guides follow Universal Design For Learning guidelines to ensure they accommodate every learner.

TRAIL MIXES

Bite-sized, grab and go student activities

Looking for something a little smaller? Check out TRAIL Mix! These are power packed activities, perfect for virtual delivery, and designed to be taught in under 45 minutes. Every TRAIL Mix activity has a fun interdisciplinary component too. We know you will love TRAIL Mix!



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Available Exclusively to
Trafera Customers!



DITCH THE WASTE



TRAFERA GREEN PACK

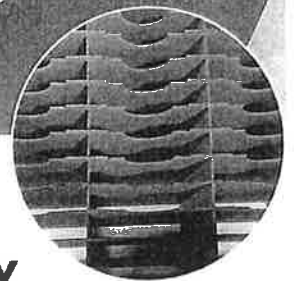
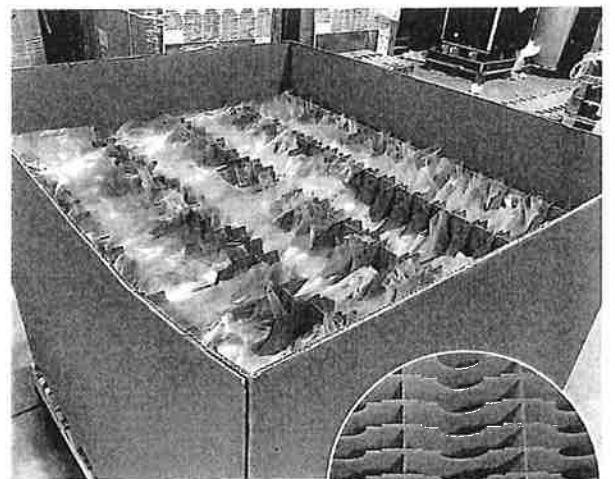
GO GREEN WHEN YOU BUY FROM TRAFERA.

Wave good-bye to the mountain of cardboard. Instead of shipping in individual boxes, bulk-shipped devices arrive in palletized Gaylord-style boxes with slotted foam or cardboard dividers that can hold approximately 240 units each. Non-palletized options are also available for smaller bulk packaging orders.

Trafera Green Pack not only saves your hands from the pain of repeatedly opening hundreds of cardboard boxes, it also saves you the time and expense of disposing of all those empty boxes. Best of all, instead of sending them into the waste stream, we compress and bundle our leftover boxes into re-usable cardboard bails that get picked up by a local cardboard recycler.

Buying charging carts? Trafera can pre-wire the carts and ship your devices inside for a fully hands-free deployment. You may never have to touch your Chromebooks again!

Even more great solutions for your device deployment at www.trafera.com



**CONVENIENT,
ECO-FRIENDLY,
AND JUST PLAIN EASY.**

Just another reason why Trafera is the top favorite of schools everywhere for 1-to-1 student technology.



+



TRINITY3
TECHNOLOGY

are now...

About Trafera

Bringing everything that was great about Trinity3 and FireFly together as Trafera means you'll have the undisputed industry leader in school and government technology as an advocate in your corner. As the new #1 provider of Chromebooks and classroom technology in North America, we'll be able to bring you even better prices, greater product availability, and a wider range of products and services, all without sacrificing the fast, personalized service you deserve.

Trafera is the best of both worlds, plus a whole lot more.



Your goals. **Our mission.**

Each student **connected**

- ✓ Devices & Accessories
- ✓ Software
- ✓ Security & Web Filtering
- ✓ Internet Access

Every teacher **empowered**

- ✓ Work-From-Home Solutions
- ✓ Interactive Flat Panels
- ✓ Digital Curriculum
- ✓ Professional Development
- ✓ Conferencing Tools

All needs **supported**

- Comprehensive Warranties
- Repairs
- White Glove Deployment
- Guides, Blogs, & Community
- Leasing & Buy-Backs



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(651) 888-7922

Letter of Transmittal

March 14, 2023

Hickman County Schools
114 North Central Avenue Suite 203
Centerville, TN 37033

RE: Desktop Computers

Dear: Hickman County Schools:

Howard Technology Solutions (a division of Howard Industries, Inc....**Federal ID Number 64-0466143** and SPIN 143022153) (Corporation) is pleased to offer a response to your RFP. Howard Technology Solutions has read and understands the bid and are able to provide the services requested. Howard Technology Solutions, with its 40+ years of manufacturing experience, is well versed in the manufacturing and production of technology products and services.

Howard Technology Solutions, a division of Howard Industries, Inc., was established in 1998 with our parent company being founded in 1968. Howard Technology Solutions currently employs approximately 4,531 employees. Howard Technology Solutions is driven by helping our customers understand technology products and services that could benefit their organizations.

While Howard clients range from state governments and hospitals to the Kennedy Space Center, HOWARDedu focuses solely on the needs of K-12 schools and higher education facilities, supplying them with affordable, advanced technology—everything from distance learning and interactive 21st Century classroom products to network security and storage solutions.

The office location that will serve as the main point of contact is Howard Technology Solutions at 36 Howard Dr., Ellisville, MS 39437. (Phone) 601.425.3181; (Email) bids@howardcomputers.com. Your point of contact for this RFP is: Brandey Boyd: Bids & Contract Manager, (Phone) 601.399.5831 (Fax) 601.399.5077 (Email) bboyd@howard.com.

Company URL: www.howardcomputers.com

Address: P O Box 1590 Laurel, MS 39441

DUNS Number: 04-341-7476

UEI – DPYMJBXHMFK5

36 Howard Drive • Ellisville, MS 39437
P.O. Box 1590 • Laurel, MS 39441


HOWARD[™]
TECHNOLOGY SOLUTIONS

888.912.3151 general • 601.399.5077 fax
888.323.3151 technical support

www.Howard.com

A Division of Howard Industries, Inc.

Sincerely



Michelle Brady

Bid Specialist

Phone: 601.425.3181 Ext:5772

Fax: 601.399.5077

Email: bids@howardcomputers.com

Invitation To Bid

The Hickman County Finance Office is accepting sealed bids for Desktop Computers.

Additional specifications can be found at: www.hickmank12.org/request-for-proposal.

All bidders will be required to submit a conflict of interest disclosure form that can also be found at: www.hickmank12.org/request-for-proposal.

Sealed bids must be mailed or delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the bid envelope "Desktop Computers".

Bids will be opened on March 20th, 2023 at 10:00 A.M. in the Finance Office. The Hickman County School District reserves the right to accept or reject any and all bids or parts of bids and to waive any informalities, which in the opinion of the school system, would prevent the acceptance of a better bid.

SPECS FOR DESKTOP COMPUTERS:

- Windows 11 Pro 64-bit Operating System
- SFF preferred
- HP or Dell preferred but other brands will be considered
- Each CPU should come correctly provided with sysprep for an OOBE (out of box experience) that would allow for seamless domain addition and integration.
- Specs should meet minimum requirements for Windows 11. No exceptions.
- Each CPU should have no additional security programs, etc. other than what is included from Windows 11.
- Secondary video card supporting dual displays with VGA and HDMI Out, (must include video card to be used)
- 8 GB memory minimum
- 256 GB SSD minimum, 512 GB SSD preferred
- Refurbished computers with 3-5 year replacement warranty will be considered.
- Initial order will be for approx. 150 units with potential for more as needed.
- Pricing is expected to be good through December 31, 2023.

Contact Brad Gilbert via e-mail at brad.gilbert@hickmank12.org if you need more information.

Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 3.14.23 Name: Howard Technology Solutions
a division of Howard Industries, Inc.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 3.14.23 Signature: Michelle Brody

Phone: 1.888.912.3151
 Fax: 1.601.399.5077
 Online: www.howardcomputers.com



Howard Computers
 P.O. Box 1588
 Laurel, MS 39441

Online Quotation

Quote No:	AS13 1278908.00	Quote Date:	March 13, 2023
Customer Name:	Brad Gilbert	Phone Number:	9317293391
Company Name:	Hickman County Schools	Fax Number:	
Quote Name:	Dell Optiplex 3000 QTY 150		

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Dell OptiPlex 3000 Desktop Computer - Intel Core i5 12th Gen i5-12500 Hexa-core (6 Core) 3 GHz - 16 GB RAM DDR4 SDRAM - 512 GB M.2 PCI Express NVMe 3.0 x4 SSD - Tower - Black Intel Chip - Windows 10 Pro (Free upgrade to Windows 11 Pro) - Intel DDR4 SDRAM - DVD-Writer - English (US) Keyboard - 180 W	150	\$985.00	\$147,750.00
	Shipping Notes: Free Freight Dock to Dock Lift Gate \$69.00 Inside + Lift Gate \$138.00			
			Sub-Total:	\$147,750.00
			Shipping & Handling :	Included
			Taxes:	Tax Exempt
			Total for Item 1:	\$147,750.00

This quote will expire April 12, 2023.
 To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	\$147,750.00
Shipping & Handling :	Included
Taxes:	Tax Exempt
Total:	\$147,750.00

Notes:

Shipping Notes: Free Freight Dock to Dock Lift Gate \$69.00 Inside + Lift Gate \$138.00

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Any order for kiosks must be canceled prior to 21 days from the scheduled date of shipment to avoid incurring a 50% cancellation fee. Any cancellation made within that 21-day window will automatically incur a charge equivalent to 50% of the total kiosk order being canceled.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser.

March 20th, 2023

Brad Gilbert and Hickman County School District,

Thank you for the opportunity to establish a relationship with Hickman County School District (HCSD). As an EdTech solutions provider for K-12, we will focus on providing the HCSD community with HP Desktops and our fully-supported project management and logistics team. This solution includes all services requested in this contract, personalized to meet your District's needs.

Our flexible, education-focused platform was established by our founder, current CEO, and President, Jenny Tang, who led Virtucom into becoming the complete technology solutions provider that it is today. Our over twenty-five (25) years of experience serving K-12 gives us a unique perspective when it comes to understanding your District, your Department of Technology, your end users, and your community. While this experience sets us apart, we recognize the need to adapt to your unique circumstances while providing the best value for your requested services. From your District departments to each teacher, student, and member of staff—we offer this commitment.

Advantages for your District:

- Exclusive supporter of K-12 for 25+ years
- Performed over 15,000 warranty repairs and 21,000 Accidental Damage repairs in 2021
- Protected over 500,000 devices under warranty in 2021
- Certified M/WBE company
- Authorized Service Partner (ASP) and Premier Partner for Major Manufacturers

By establishing a relationship with Virtucom, HCSD will receive in-house services specific to your needs, cost-efficient oversight of technology advancements, and the overall dedication to supporting the education of students both in and out of the classroom. We are confident we will exceed your expectations, and we look forward to delivering excellence to HCSD.

Sincerely,



Tim Prince, Director of Business Development

tprince@virtucom.com — (770) 908-8100 ext. 203

Summary and Background

Virtucom has provided for the unique turnkey technology service and hardware needs of K-12 schools throughout the country since 1995. EdTech tools and devices are available to anyone, which is why we are providing customizable project management and logistics support to Hickman County School District (HCSD) in addition to the requested HP desktops.

Services Included in this contract:

- Project Management
- Delivery
- Inventory Tracking and Reporting

Experience in the K-12 Environment:

- We have partnered with ten (10) of the nation's top fifty (50) school districts, along with over 5,000 additional institutions
- Deploying and servicing over 330,000 devices in K-12 districts every year

Turnkey Technology Services: Our experience in K-12 allows us to provide services customizable to HCSD. While we offer a wide range of services, we understand the need to craft a support package for your district, which is why we are incorporating your requirements into every aspect of this solution.

Project Management: Your school district will have the assistance of our project management team. This team includes a Relationship Manager, your District's primary point of contact, a Services Director, and a team of trained and certified professionals to assist, plan, schedule, and manage your assets as efficiently as possible.

Logistics: After over twenty-five years of logistical support for K-12, we have encountered and overcome nearly every obstacle. This has prepared us to adapt to the needs of each school we serve, including HCSD. Not only does our logistical solution include deployment services, but it also includes a transparent, accessible, online portal into the status of each project.

Our headquarters are located outside of Atlanta, GA, with other regional presences to support local customers. As we continue to expand, we localize our services to best serve the needs and expectations of each District. We have enhanced K-12 technology programs for the Districts we support by introducing our complete turnkey solutions into their existing infrastructure. Utilizing the latest developments in EdTech, we aim to support the academic process for schools, teachers, administrators, and students.



5K+ schools



231K+ educators



3.6M+ students

At Virtucom, we also support technology initiatives to assist departments in implementing a learning experience that resonates with students and extends beyond the classroom. As technology shifts towards improved interactivity and mobility, our solutions encourage collaborative learning environments that are hands-on and engaging for students and their instructors. In producing these solutions, we strive to create an experience to aid students in their learning at school and home.



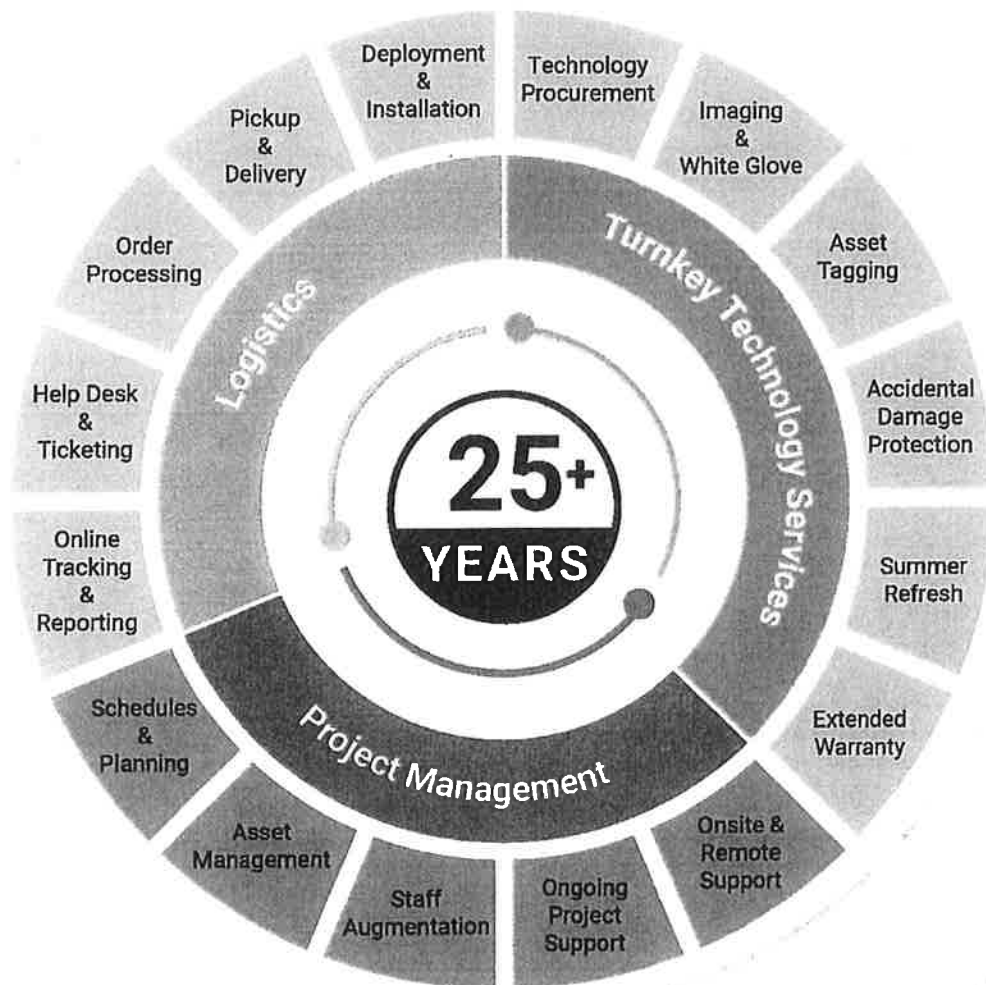
Why Virtucom?

- Relationship Focused
- K-12 Exclusive
- Flexible Solutions
- In-House Services
- Technology Expertise

Together with HCSD, we aim fulfill the mission of fostering a long-term relationship with your District. For over twenty-five years, we have invested in the communities of K-12 Districts throughout the nation, and we hope you will consider our dedication to this mission when evaluating our proposal.

The K-12 education community is evolving into a collaborative environment that engages students to discuss tasks, make shared decisions, and form solutions. While we encompass a multitude of turnkey solutions, our vision and long-term objectives center on the development of your District's technology program and providing project management, integration, and device protection for schools, students, teachers, and administrators.

Virtucom's Mission: Our objective is to be recognized as the leading provider of Educational Technology Services, reflecting integrity and professionalism in any activity we undertake.



Virtucom's Top Deployments

Many schools partner with us to acquire single computers, large rollouts, 1:1 student and staff deployments, printer solutions, and Interactive Flat Panels. Uniting technology with curriculum is a key focus for schools. From staging to complete turnkey installation, we specialize in the smooth integration of technology into education, so that your District can focus on what is important—helping students learn.

School District	Years of Support	Number of Devices	Completed On-Time	Length as a Customer
Muscogee County Schools, GA	23 Years	69,000	✓	1999 - Present
Henry County Schools, GA	19 Years	49,000	✓	2003 - Present
DeKalb County Schools, GA	10 Years	181,000	✓	2012 - Present
Arlington ISD, TX	10 Years	20,500	✓	2012 - Present
Clarke County Schools, GA	9 Years	24,000	✓	2013 - Present
Coweta County Schools, GA	6 Years	50,000	✓	2016 - Present
Shelby County Schools, TN	5 Years	4,200	✓	2017 - Present
Frisco ISD, TX	5 Years	14,000	✓	2017 - Present
Norfolk City Public Schools, VA	5 Years	7,500	✓	2017 - Present
Harlingen ISD, TX	4 Years	1,000	✓	2018 - Present
Virginia Beach City Public Schools, VA	3 Years	7,500	✓	2019 - Present
Mission CISD, TX	2 Years	11,500	✓	2020 - Present

Technical Specifications

Product Selection

While Virtucom believes the most important aspect of device implementation within schools is the support behind the device, we recognize the selection of the device selection process to your specific technology program. When considering proposal devices, Virtucom reviews the following aspects:

- District Requirements
- Distance Learning Capabilities
- K-12 Testing Standards
- Purchase Cost
- Durability
- Product Life Cycle
- Product Serviceability
- Manufacturer Inventory

Partnering with manufacturers helps us ensure that we will meet or exceed the requirements laid out by your District. The standards we follow provide for the stability, consistency, and longevity of District projects, while further promoting the successful integration of EdTech into the learning process.

While preparing and selecting devices in collaboration with HP, we heavily prioritized the ability to provide technical specifications, purchase cost, product availability, serviceability, and educational value to match the needs of your technology program. Our objective is to provide a cost-effective solution that completely meets your requirements, while supporting your program goals and initiatives.

Virtucom recommends the HP ProOne 600 G6 All-in-One Desktop to provide your District with quality, yet affordable devices for your EdTech program and end users. The following is a side-by-side comparison of HCSD's and Virtucom's recommended specifications.

HP ProOne 600 G6 All-in-One Desktop PC

Product Requirement	Proposed Product Specification
Windows 11 Pro 64-Bit Operating System	Windows 11 Pro 64-Bit Operating System
SFF Preferred	All-in-One PC
HP or Dell preferred	HP
Each CPU should come correctly provided with sysprep for an OOBE (out of box experience) that would allow for seamless domain addition and integration	Per communication with Brad Gilbert about previous district experiences with imaging, Virtucom will not propose an imaging service
Specs should meet minimum requirements for Windows 11. No exceptions.	Configuration meets minimum requirements for Windows 11.
Each CPU should have no additional security programs, etc. other than what is included from Windows 11.	Configuration includes no additional security programs.
Secondary video card supporting dual displays with VGA and HDMI Out, (must include video card to be used)	Configuration supports dual displays
8GB memory minimum	8GB memory included
256 GB SSD minimum, 512 GB SSD preferred	512 GB SSD included

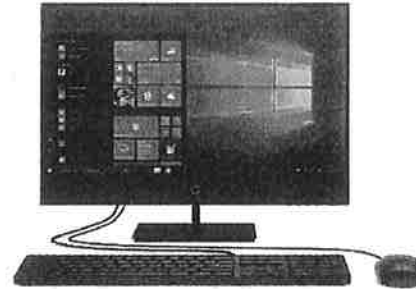
Data sheet

HP ProOne 600 G6 22 All-in-One PC



The versatile AiO for your growing business

The HP ProOne 600 22 All-in-One is a sound investment that can be quickly deployed into demanding environments with a micro-edge, anti-glare display, strong security, and comprehensive manageability features.



*Product image may differ from actual product

Available Operating Systems	Windows 11 Pro ¹ Windows 11 Pro Education ¹ Windows 11 Home – HP recommends Windows 11 Pro for business ¹ Windows 11 Home Single Language – HP recommends Windows 11 Pro for business ¹ FreeDOS OS device comes with Windows 10 and a free Windows 11 upgrade or may be pre-installed with Windows 11. Upgrade timing may vary by device. Features and availability may vary by region. Certain features require specific hardware (see Windows 11 Specifications).
Processor family ^{1,4}	10th Generation Intel® Core™ i3 processor; 10th Generation Intel® Core™ i5 processor; 10th Generation Intel® Core™ i7 processor; Intel® Pentium® processor
Available Processors ^{1,2,3,4}	Intel® Core™ i3-10100 with Intel® UHD Graphics 630 (3.9 GHz base frequency, up to 4.7 GHz with Intel® Turbo Boost Technology, 16 MB L3 cache, 6 cores); Intel® Core™ i5-10500 with Intel® UHD Graphics 630 (3.7 GHz base frequency, up to 4.8 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores); Intel® Core™ i7-10700 with Intel® UHD Graphics 630 (3.8 GHz base frequency, up to 5.3 GHz with Intel® Turbo Boost Technology, 16 MB L3 cache, 8 cores); Intel® Core™ i5-10500 with Intel® UHD Graphics 630 (3.7 GHz base frequency, up to 4.8 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores); Intel® Core™ i3-10100 with Intel® UHD Graphics 630 (3.9 GHz base frequency, up to 4.7 GHz with Intel® Turbo Boost Technology, 16 MB L3 cache, 6 cores); Intel® Pentium® G6500 with Intel® UHD Graphics 630 (3.7 GHz base frequency, up to 4.5 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores); Intel® Core™ i5-10500 with Intel® UHD Graphics 630 (3.7 GHz base frequency, up to 4.8 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores); Intel® Core™ i7-10700 with Intel® UHD Graphics 630 (3.8 GHz base frequency, up to 5.3 GHz with Intel® Turbo Boost Technology, 16 MB L3 cache, 8 cores); Intel® Pentium® Gold G6500 with Intel® UHD Graphics 630 (3.7 GHz base frequency, up to 4.5 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores); Intel® Pentium® Gold G6500 with Intel® UHD Graphics 630 (3.7 GHz base frequency, up to 4.5 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 6 cores)
Chipset ^{1,4}	Intel® Q470
Brightness	250 nits
Form factor	All-in-one
Maximum memory	64 GB DDR4-2666 SDRAM 64 GB DDR4-3200 SDRAM ^{1,4,22} Transfer rates up to 2666 MT/s for Celsius™, Pentium®, Intel® Core™ i3, and Intel® Core™ i5 processors. Transfer rates up to 2933 MT/s for Intel® Core™ i7 processors
Memory slots	2 SODIMM
Internal storage	500 GB up to 2 TB SATA HDD ¹ up to 500 GB SATA SED Optal HDD ¹ up to 500 GB SATA SED PFS HDD ¹ 1 TB up to 1 TB PCIe NVMe™ TLC M.2 2500 ¹ 256 GB up to 512 GB PCIe NVMe™ SED Optal TLC M.2 2500 ¹ 256 GB up to 512 GB Intel® Optane™ Memory H10 with Solid State Storage ^{1,24} 16 GB Intel® Optane™ Memory for Storage acceleration ^{1,4}
Optical drive	HP 9.5 mm Slim DVD Writer; HP 9.5 mm Slim DVD-ROM; HP 9.5 mm Slim Blu-ray writer ^{1,4}
Display	21.5" diagonal FHD IPS widescreen LCD anti-glare WLED-backlit (1920 x 1080); 21.5" diagonal FHD IPS widescreen LED and glare WLED-backlit touch screen (1920 x 1080)
Available Graphics	Integrated Intel® UHD Graphics 630; Intel® UHD Graphics 610 (Integrated graphics will depend on processor)
Audio	Realtek ALC255 audio; Internal speaker combo microphone/headphone jack
Expansion slots	1 M.2 2230; 1 M.2 2230/2280; 1 M.2 2280 slot for WLAN and 1 M.2 2280/2280 slot for storage
Ports and Connectors	Side: 1 headphone/microphone combo; 1 SuperSpeed USB Type-C® 10Gbps signaling rate (charging) ^{1,1} Rear: 1 RJ-45 1 Gbps/Port™ 1; 4 SuperSpeed USB Type-A 5Gbps signaling rate; 1 HD Audio; Bottom: 1 SD 3.0 card reader; Optional Ports: 1 HD Audio; 1 serial; 1 DisplayPort™ 1.4
Input devices	HP USB Wired Key Board; HP Wireless Business Slim Keyboard and Mouse Combo; HP Wired 3-in-1 Dock; Keyboard; HP USB Type-A Business Slim Smart Card (CSD) Keyboard; HP USB 1000 dpi Laser Mouse; HP USB and PS/2 Washable Mouse; HP Wired Desktop 300M Mouse ¹
Communications	LAN: Intel® i219LM GbE; WLAN: Intel® WiFi 6 AX201 (2x2) Wi-Fi 6 and Bluetooth® M.2 combo card, non-vPro™; Intel® WiFi 6 AX201 (2x2) Wi-Fi 6 and Bluetooth® M.2 combo card, vPro™
Drive Bays	One 2.5" 1x
Camera	5 MP iCamera (top-up) with integrated dual array digital microphone; 5 MP iCamera (bottom) with integrated dual array digital microphone; 720 p iCamera (top-up) with integrated dual array digital microphone ^{1,7}
Environmental	Operating temperature: 10 to 35°C Operating humidity: 10 to 90% RH
Software	HP Noise Cancellation Software; HP Support Assistant; Buy Office (sold separately); HP AutoStarts; HP Desktop Support Utilities; 1, 2, 3, 4, 21, 27, 18, 29
Available software	HP Smart Support ^{1,4}
Security management	Power-on password (via BIOS); SATA port disablement (via BIOS); Setup password (via BIOS); USB enable/disable (via BIOS); Serial port enable/disable (via BIOS); Support for chassis lock box devices; HP Secure Erase; HP Sure Click; HP Sure Sense; HP DriveLock and RemoteLock (sold separately); Trusted Platform Module (TPM 2.0) Embedded Security Chip (sold with Windows 10); Comman Cybera DR4+ Certified; HP Sure Row or Gen3; HP Sure Run Gen3
Management features	HP BIOS Config Utility (download); HP Client Catalog (download); HP Driver Packs (download); HP System Software Manager (download); HP Cloud Recovery; HP Management Integration Kit for Microsoft System Center Configuration Management Gen 6; HP Image Assistant Gen 5 ^{1,3,4,23}
Power	90W external power adapter up to 89% efficiency, active PFC; 150W external power adapter up to 89% efficiency, active PFC; 120W external power adapter up to 89% efficiency, active PFC
Dimensions	19.24 x 19.81 x 7.59 in; 48.87 x 49.28 x 20.15 cm; (System dimensions may fluctuate due to configuration and manufacturing variances)
Weight	14.9 lb; 6.76 kg (Exact weight depends on configuration)
Ecolabels	ENERGY STAR certified; EPEAT® 2019 registered where applicable ^{1,1}
Sustainable Impact specifications	Low halogen ^{1,2}
Warranty	3 year (3-3-3) limited warranty and service offering includes 3 years of parts, labor and on-site repair; includes free 24/7 telephone support. Terms and conditions vary by country. Certain restrictions and exclusions apply.
Display Color Gamut	72% NTSC

Virtucom's Services

For in-school and distance learning projects, Virtucom offers the following optional services for efficient deployments and protection of the devices. Our in-house team of experienced and certified technicians are available to support your schools.

Optional Services	Description
Google White Glove Services	<p>The Google White Glove Service will include:</p> <ul style="list-style-type: none"> • Update the Chrome OS to the latest version • Enroll the Chrome OS device into Google Apps Domain using an enrollment account • Replicate your wireless network to ensure that devices will connect instantaneously
Imaging	Image each device prior to delivery with the HCSD selected image.
Asset Tagging	Place asset tags on each device and record information in our inventory report
Etching	Laser etch the District's logo on each device
Extended Warranty (2-5 Year Options)	Extending the warranty will provide protection in your technology investment
Accidental Damage Protection (2-5 Year Options)	Protect against accidents not covered by standard warranties such as spills, drops, and broken screens
Extended Battery Protection	We can provide multi-year warranties to cover your mobile devices' batteries
Loss/Theft Protection	Coverage to protect HCSD from devices being lost or stolen
Spare Parts and Hot Swap Devices	Two (2) programs available that are designed to minimize downtime experienced by device issues
Summer Refresh	Our technicians will help collect devices at the end of the school year and provide all warranty, ADP, cleaning, disinfecting, resetting devices back to HCSD defaults, and redeploying devices back for fall semester (both for new and existing devices).

Proposal Pricing

The following depicts Virtucom's proposed pricing for our HCSD solution.

Product Description	Part Number	Quantity	Unit Price	Extended Price
HP ProOne 600 G6 22 Inch FHD Non-Touch All-in-One PC	9FR56AV	150	\$889.00	\$133,350.00
			Total:	\$133,350.00

Value Adds

We recognize that supporting your District goes beyond the needs outlined within the bid request. We desire to bring value beyond your requests to not only further drive our efficiency and effectiveness, but to support HCSD success in educating students and contributing to the community's future.

The list of Value Adds provided below by Virtucom are key differentiators offered at no additional cost.

Single Point of Contact

Our project coordination and customer service approaches are simple. A dedicated Relationship Manager is the primary point of contact through the entire procurement, delivery, and post-sale processes. They manage all communications about the contract, purchase orders, product questions, customer service inquiries, and all other matters relating to this proposal. Our Sales Operation team provides back-end support for each Relationship to ensure timely responses.

Customized Product Number and Ordering Process

To simplify the ordering process for HCSD, Virtucom will create a customized item number that bundles products and services. Below is a sample of customized product number:

- HCSD Product Number: HCSD123
 - Device description
 - # Years Warranty
 - All agreed-upon services

This customized item number will also be made available for online ordering, listing out everything that is included as a single bundled product. This will simplify:

- Communication between the school sites and purchasing/technology departments
- Purchase Orders
- Invoices and billing
- Communications between HCSD and Virtucom

VirtuCARE Center

By partnering with us, HCSD receives access to the VirtuCARE Center to allow your administrators to view the status of:

- Order Status: Track orders and view statuses using a purchase order number.
- PSA Client Portal Access: Open work order tickets. Track devices and generate reports.
- WAP Entitlement Lookup: View the Remaining warranty status and info per device.

Quarterly Business Reviews

Virtucom recommends Quarterly Business Reviews (QBRs) to identify opportunities for improvement(s) and present product updates and industry trends/developments. These meetings are attended by Virtucom's Relationship Manager as well as other personnel. Key team executives are also present to listen and discuss topics relevant to HCSD, including future strategies and emerging technologies.

Our Relationship Manager is available for weekly face-to-face meetings to ensure current projects and operation details are meeting expectations. These weekly meetings make it possible to promptly address any issues and enable flexibility with priorities or desired changes.

The Relationship Manager schedules vendor partner meetings relevant to HCSD. This ensures your District remains informed with the most current information and vendor incentives.

Original Signed Forms

Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: March 16th, 2023 Name: Tim Prince

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

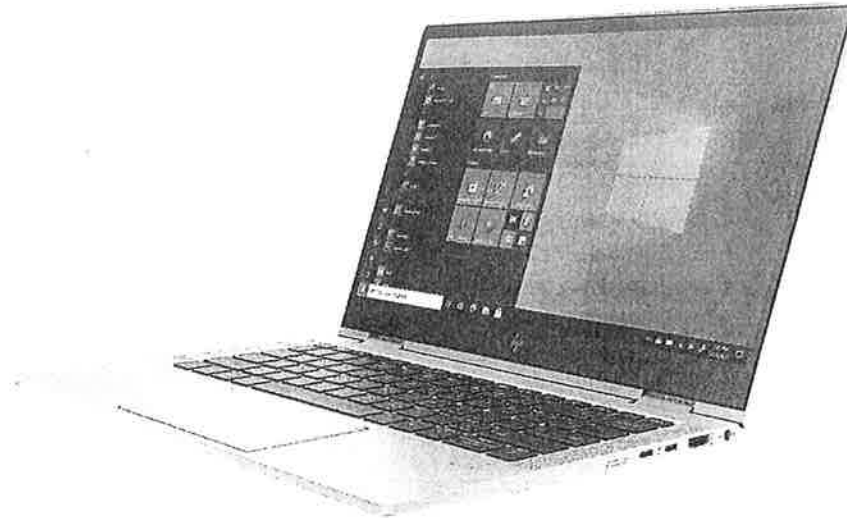
I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: March 16th, 2023 Signature: 

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HP EliteBook X360 830 G8 i7-1185G

MFG Part#: 2X0A1AW#ABA



- Manufacturer: HP Inc.
Manufacturer Part Number: 2X0A1AW#ABA
Manufacturer Website Address: <http://www.hp.com>
Brand Name: HP
Product Line: EliteBook x360
Product Series: 830 G8
Product Name: EliteBook x360 830 G8 2 in 1 Notebook
Marketing Information:

HP ELITEBOOK X360 SERIES

The number of devices you need to make an impact is one - with four use modes to get work done, share content, and enjoy some downtime.

Product Type: 2 in 1 Notebook

Processor

Processor Manufacturer: Intel
Processor Type: Core i7
Processor Generation: 11th Gen
Processor Model: i7-1185G7
Maximum Turbo Speed: 4.80 GHz
Processor Core: Quad-core (4 Core)

Memory

Total Installed System Memory: 8 GB
System Memory Technology: DDR4 SDRAM
Intel Optane Memory Ready: Yes

Storage

Drive Type: SSD
Total Solid State Drive Capacity: 512 GB

Display & Graphics

Screen Size: 13.3"
Screen Mode: Full HD
Display Screen Type: LCD
Screen Resolution: 1920 x 1080
Graphics Controller Manufacturer: Intel
Graphics Controller Model: UHD Graphics 620
Graphics Memory Technology: DDR4 SDRAM
Graphics Memory Accessibility: Shared

Interfaces/Ports

HDMI: Yes
Total Number of USB Ports: 4
Number of USB 3.1 Gen 1 Ports: 2

USB Type-C: Yes

USB Type-C Detail: 2 USB 3.1 Type-C™ with Thunderbolt™ support

Battery Information

Number of Cells: 3-cell

Physical Characteristics

Height: 0.71"

Width: 12.1"

Depth: 8.1"

Miscellaneous

Package Contents:

- EliteBook x360 830 G8 2 in 1 Notebook
- Standard Battery
- AC Adapter

Features:

- Anti-glare Screen
- Corning Gorilla Glass 5

Country of Origin: China



42 West 18th Street
New York, NY 10011 888-582-2500
adorama.com
info@adorama.com

QUOTE

2233424



03/17/2023

BILLING ADDRESS:
 HICKMAN COUNTY SCHOOLS
 At: BRAD GILBERT
 114 NORTH CENTRAL AVENUE
 SUITE 203
 CENTERVILLE, TN 37033 USA
 (931) 729-3391

SHIPPING ADDRESS:
 HICKMAN COUNTY SCHOOLS
 At: BRAD GILBERT
 114 NORTH CENTRAL AVENUE
 SUITE 203
 CENTERVILLE, TN 37033 USA
 (931) 729-3391

Customer No: 13001682
 Customer PO: RFQ-06202702
 Terms:

SKU#	Item	Qty	Price	Total
M	HP ELITEBOOK X360 G8 NTBOOK 2X0A1AW#ABA Mfg Item#: M	150	1,330.15	199,522.50

Sub Total: 1,99522.50
 Shipping: .00
 Tax: .00
 Quote Total: 1,99522.50

Thank you for your order.

This quote was prepared by your sales representative, Jesse Velazquez.

To place order or for any help, call Jesse Velazquez at (888) 582-2500 x 2274 or email at jessev@adorama.com

To email Customer Service please go to www.adorama.com/email

Any item/s showing as "back-order"?
 An item listed as "back-order" is on order with the supplier and is temporarily out of stock. These items will ship soon. Most backordered items ship within 10 business days. We never charge additional shipping as a result of a back-order. Please feel free to contact us for additional info at www.adorama.com/email.

Note: Please be prudent when throwing away packaging material. It is possible to miss some contents. Checking off contents against the packing list is always a good idea. If something is indeed missing please make a claim within 5 days to be compliant with our policies.

We want to buy your used photo equipment:
 In the last year alone, Adorama spent millions buying 35mm, medium / large-format, scopes, video and digital equipment. Our satisfied customers happily cashed in or traded their equipment and enjoyed our above market value payout. Adorama pays top dollar for individual items, rare pieces, collections and estates. For more information, call 1-800-223-2500 or visit us at www.adorama.com/sell and use our online quoting system.

No Hassle Return Policy:
 We want you to be completely happy with your purchase from Adorama. Please see the general Return/Exchange guidelines and policy posted on our website at www.adorama.com/policy.

Adorama Access
 Ask about Adorama Access. Affordable technical support subscription plans that help you set up and get the most out of your equipment.
 Online: www.adorama.com/Access or speak to your account manager.



We pay top dollar for your used photo & video equipment

To find out the value of your equipment
 online adorama.com/sell or bring it
 by phone 800-223-2500 42 W 18 St NYC

Ship Via: UPS Ground Delivery

Salesman 1229 - jessev

Printed By: CAROLINEB 03/17/23 12:04 PM

Hickman County Government

Conflict of Interest Disclosure Form

The County Financial Management System of 1981 contains the most stringent conflict of interest provisions. TCA §5-21-121 provides:

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- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or other otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: 3/16/2023 Name: Caroline Brzuszek-Egan

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: 3/16/2023 Signature: Caroline Brzuszek-Egan



REQUEST FOR PROPOSAL
Desktop Computers

Hickman County Finance Office
114 North Central Avenue, Suite 203
Centerville, TN 37033

Index

Page 1-4. Cover Letter.

Page 5. Quote and Description

Page 6. Conflict of Interest Disclosure Form

Page 7. CNB Computers USA Inc. W9 Form

Prepared by:

Ken Kaja
CNB Computers USA, Inc DBA System Liquidation
12539 Perry Road
Houston, TX 77070
Ph:908.668.0008
Fax:908.668.0088
Email: ken@systemliquidation.com
Website: www.systemliquidation.com

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Refurbisher



Company Overview

Since 2003, CNB Computers USA Inc. DBA System Liquidation has been a leading provider of new and refurbished information technology equipment to school districts across North America.

We are also an ISO Certified and R2v3 certified recycler and assist with information technology asset disposition planning.

Background and Workforce

CNB Computers USA Inc. DBA System Liquidation was founded in Mississauga in 2003, now employing over 100 individuals who have a wide range of industry certification including: MCSE's, CCNA's and A+.

Our staff is also able to communicate in over 10 languages. This talented group of people possess post-secondary education in many fields including; Business, Computer Science, and Electronic Engineering.

CNB Computers USA Inc. DBA System Liquidation is dedicated to continuous measurable improvement in all our activities, which meet our customer requirements. Honesty and trust and mutual respect will be the basis for all dealings with our associates, customers, suppliers and society at large. We will constantly strive to be the industry's best suppliers of high-quality products and services. We are committed to the continuous improvement of all that we offer our clients.

Trust

We trust our customers implicitly and run our company accordingly. A good example is our warranty policy. When a customer needs to utilize the warranty, our clients simply tell us what parts are needed and we ship them. This way of thinking permeates through everything we do and the end result is that you never have to fight us to do what you want—we're always on the same side.

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Financial and Business Viability

CNB Computers USA Inc. DBA System Liquidation confirms that we have not:

- a) Declared bankruptcy or made a voluntary assignment in bankruptcy;
- b) Made a proposal under any legislation related to bankruptcy or insolvency; or,
- c) Been subject to or instituted any proceedings, arrangement, or compromise with creditors including having had a receiving and/or manager appointed to hold its assets.

Proof of Insurance

CNB Computers USA Inc. DBA System Liquidation confirms that we are able to obtain Insurance Coverage for this assignment.

Deliverables

CNB Computers USA Inc. DBA System Liquidation confirms that we can complete and execute the Deliverables outlined in our submission document.

Non-Collusion

CNB Computers USA Inc. DBA System Liquidation certifies that this proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Willingness to Enter into Agreement

CNB Computers USA Inc. DBA System Liquidation confirms that we are prepared to enter into an agreement with Hickman County School District.



Payment Options

CNB Computers USA Inc. DBA System Liquidation will accept a P.O. from Hickman County School District with net payment terms of 30 days (or greater upon request)

Delivery

The product is in stock and available to ship

References - SYSTEM LIQUIDATION

Hickman County Schools
Brad Gilbert, Technology Coordinator
115 Murphree Avenue Centerville, TN 37033
brad.gilbert@hickmank12.org
931.729.3391

School District of Waukesha
Tim Mehling, Systems Administrator
222 Maple Ave, Waukesha, WI 53186
tmehling@waukesha.k12.wi.us
262.970.1052

Mitchell County Schools
Pasha Mohammed, Network Administrator
108 S Harney St, Camilla, GA 31730
Pasha_mohammed@MITCHELL.K12.GA.US
229.321.7031 X1039

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HP ELITEDESK 800 G4 SFF

Model	HP ELITEDESK 800 G4 SFF
Processor	Intel Core i5-8500 3.0GHz 8th Generation
Ram	16GB DDR4 RAM
Video	GT 720/730 2GB Video Card that includes a VGA and HDMI Port BRAND NEW. (BRAND MAY VARY- NO EVGA)
Sound	On-Board
Hard Drive	512GB Solid State Hard Drive
Optical Drive	None
Network	10/100/1000 Onboard NIC
Operating System	Windows 11 Pro
Warranty	5 Year Warranty Video card carries manufacturer Warranty
Price	\$379 Each Inclusive of Freight Includes a USB Keyboard, Mouse, WIFI adaptor and Display port to HDMI Adaptor
Upgrade to 32GB Ram	Additional \$60
Upgrade to i7 8700 processor	Additional \$90



Hickman County Government Conflict of Interest Disclosure Form

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- (a) The director, purchasing agent, members of the committee, members of the county legislative body or other officials, employees, or members of the board of education or highway commission shall not be financially interested or have any personal beneficial interest, either directly or indirectly, in the purchase of any supplies, materials, equipment or contractual services for the county.
- (b) No firm, corporation, partnership, association or individual furnishing any such supplies, materials, equipment or contractual services, shall give or offer, nor shall the director or purchasing agent or any assistant or employee accept or receive directly or indirectly from any person, firm, corporation, partnership or association to whom any contract may be awarded, by rebate, gift or otherwise, any money or other things of value whatsoever, or any promise, obligation or contract for future reward or compensation.

Date: March 14th 2023 Name: PRABJEET SINGH

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify any boards or committees you (and/or your spouse) sit on, the name of your employer and any businesses you or your spouse may own.

N/A

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Date: March 14th 2023 Signature: [Signature]

System Liquidation

CNB COMPUTERS, USA INC.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
CNB Computers, USA, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) > _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) >

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
12539 Perry Road

6 City, state, and ZIP code
Houston, TX 77070

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-				
--	--	--	---	--	--	--	--

OR

Employer identification number

3	8	-	4	2	3	4	4	6	6
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person > *[Signature]*

Date > *12/12/22*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form W-9 (Rev. 10-2018)

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DRAFT--This policy is a revision to consolidate Hickman County Board of Education policies 6.300 and 6.313 into one single policy for 6.313. Feedback and comments will be utilized in the revision process.

Hickman County Board of Education			
	Descriptor Term: Code of Behavior and Discipline Procedures	Descriptor Code: 6.313	Issued Date:
		Rescinds: 6.313	Issued:

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

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

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

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

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

MISBEHAVIORS: Level I

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

Examples (not an exclusive listing):

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

Disciplinary Procedures:

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

Disciplinary Options:

Verbal reprimand
Special Assignment
Restricting activities
Assigning work details
Counseling
Withdrawal of privileges
Issuance of demerits which might affect citizenship or department grades
Strict supervised study
Detention
Corporal punishment

In-school suspension

Out-of-school suspension

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

MISBEHAVIORS: Level II

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

Examples (not an exclusive listing):

Continuation of unmodified Level I behaviors

School or class tardiness

Use of tobacco, vaping, or e-cigarettes

Using forged notes or excuses

Disruptive classroom behavior

Disruptive school bus behavior

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

Violations to the AUP (Acceptable Use Policy) in regards to the internet and devices

Disciplinary Procedures:

Students are referred to the principal for appropriate disciplinary action.

Principal meets with the student and teacher.

Principal or teacher attempts to notify and communicate with the parent/guardian of the student.

Principal hears accusations made by the teacher, permits the student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.

Principal takes appropriate disciplinary action and notifies the teacher of action.

Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

Teacher/schedule change

Modified probation

Behavior modification

Social probation

Peer counseling

Referral to outside agency

In-school suspension

Transfer

Detention

Suspension from school-sponsored activities or from riding school bus

Corporal punishment

Restricting school related honors student is otherwise due

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

Referral to law enforcement.

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

For use of tobacco, vaping or e-cigarettes- 1st offense 2 days ISS (in-school suspension), 2nd offense-3 days ISS (in-school suspension), 3rd offense- 5 days ISS (in-school suspension), 4th or more offenses: Suspension in addition to the foregoing, when a student is found to be in possession of tobacco or nicotine. For each offense a court petition must be filed.

MISBEHAVIORS: Level III

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

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors

Fighting

Vandalism (minor) Less than \$500.00

Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes

Alcohol-possessing, acquiring, attempting to acquire, consuming, being under the influence of, selling or attempting to see, distributing or transmitting alcoholic beverages.

Stealing

Threats to others-A threat communicated verbally or demonstratively to inflict physical or other harm on any school employee, any other person acting in an official capacity on behalf of the school, or any other student. To be a violation of this rule, the threat must be one which would cause a person to reasonably fear imminent bodily injury or well-being.

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

Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-Bullying, and/or Hazing- hazing is any intentional or reckless act, on or off school property, by a student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety.

Disciplinary Procedures:

Students are referred to the principal for appropriate disciplinary action.

Principal meets with the student and teacher.

Notify the parent or guardian of the student.

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

Principal takes appropriate disciplinary action.

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

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

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

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

Disciplinary Options:

In-school suspension

Alternative School

Detention

Corporal punishment

Restitution from loss, damage or stolen property

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

Social adjustment classes

Transfer

Referral to law enforcement

Expulsion

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

Alcohol- 30 day suspension or alternative school placement

MISBEHAVIORS: Level IV

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

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

Examples (not an exclusive listing):

Unmodified Level I, II and III behaviors

Death threat (hit list)

Bomb threat

Extortion

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

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

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

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

Aggravated assault*

Electronic Threats as defined in 6.309*

Vandalism (excess of \$500)

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

Arson

Use/transfer of unauthorized substances

Possession of unauthorized substances(as defined below)*

Drugs- unlawfully possessing, acquiring, attempting to acquire, using, being under the influence of, selling or attempting to sell, distributing or transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants, or any other controlled substance.

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

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

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

Disciplinary Procedures:

Principal confers with appropriate staff members and with the student.

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

Parents are notified.

Law enforcement officials are contacted.

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

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

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

Disciplinary Options

Expulsion

Alternative schools

Other hearing authority or Board action which results in appropriate placement

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

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

ADDITIONAL GUIDELINES:

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

2. An administrator that suspects a student of behavior that is unlawful in nature shall report the suspicion to the school resource officer for investigation and possible referral to juvenile court.
3. A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.²
4. A teacher or other school official shall not reduce or authorize the reduction of a student's academic grade because of discipline problems except in department or citizenship. Only department or citizenship grades may be reduced because of discipline actions.
5. A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - a. pay any activity fee;
 - b. pay a library or other school fine; or
 - c. make restitution for lost or damaged school property.

* Zero tolerance offenses

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

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

Safe Harbor Provision:

1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing in the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to discipline under these rules. The principal will make arrangements to return the object to the student's parents or legal guardian.
2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco, alcohol) on school property, including on a school bus, the student may approach a school official and report the discovery. A student shall not be in violation of the rules solely by making such a

report. School officials shall use discretion in determining whether the circumstances surrounding the report warrant further investigation of the reporting student.

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. Public Acts of 2021, Chapter No. 77
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008

Cross References

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

			_____ day(s)
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Explanation of incident:

Teacher Signature

Parent/Guardian Signature

Date

Intermediate School Behavior Matrix

	Expected Behavior	Level 1 Behavior Teacher handled, Marked behavior and documented	Level 2 Behavior Teacher handled, Communication home, Teacher handled consequence	Level 3 Behavior Office referral with documentation/ office notification. Student sent to the office
Language	Language that is socially appropriate and respectful	Offensive remarks or gestures in a causal manner Inappropriate sexual connotations Putdowns to a particular subgroup	Repeated pattern of any inappropriate language	Swearing used to harass or intimidate Showing defiance Creating an unsafe climate
Fighting/ Physical Contact	Respect for others' personal space Walking away from and reporting possible conflicts	Horseplay PDA-hand holding or hugging	Pre-fight aggressive-posturing, wrestling, bumping into other students	Hitting or Kicking Encouraging another to fight Retaliating PDA-kissing or inappropriate touch
Defiance/ Disrespect/ Noncompliance	Acting in a cooperative manner respectful to school and classroom expectations Responding appropriately when addressed	Passive refusal to participate Extremely slow in response to request Testing the limits	Ignoring reasonable request to stop low-level disruption Overt refusal to participate	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation
Disruption	Cooperative behaviors Respectful talk Contributing appropriately to the classroom discussion and actives	Noise making Outside talk Attention-getting behaviors-silly answers, intentionally bugging others Cell phone use (1st offense teacher confiscated)	Repeated patterns of any disruptive behaviors Cell phone used during the school day. (2nd offense phone sent to office, can be picked up at end of day)	Behavior that stops the learning in class. Defiant repetition of behavior following correction Repeated cell phone use (phone sent to office and parent must pick up)
Harassment / Teasing/ Taunting	Language that honors and validates others Shows respect for differences	Annoying on purpose name-calling	Put-downs Threatening and/or disrespectful body language/posturing Targeted insults	Threat/Extortion; racist/socio-economic status/sexual/religious/disability/ Ethnicity/sexual orientation/cultural remarks; continued pattern of minor offenses; bullying/intimidation
Property Damage	Respect personal and school property Use equipment in an appropriate manner Return items to appropriate places	Not returning items to appropriate places	Thoughtlessly damaging property	Theft, purposefully damaging or defacing property
Lying/ Cheating/ Theft	Honesty and respect for others' property.	Borrowing without asking	Taking another's property Refusing to return items Using another student's work	Taking another's property Refusing to return items Using another student's work

2022-23 Discipline Rubric

Category	Definition(s)	Examples of DEMERIT/Minor behavior (teacher intervention)	Examples of REFERRAL behavior (administrator intervention/Major Behavior)
Cheating	Making a statement which one knows to be untrue. Using dishonest methods to gain academic advantage	Cheating on tests or other assignments Copying answers from a peer Plagiarism Turning in work that is someone else's	Signing a parent's name to a school document Repeated Plagiarism or cheating on tests. TN Ready rule violation
Language (Verbal and Nonverbal)	Unsuitable use of words or body language Calling names Use of inappropriate tones Swearing Symbolism directed toward others	Using words like stupid, ugly, shut up, sucks, freakin', etc.	Racial slurs Swearing at another person Flipping the bird Gang signs Drawing symbols such as swastika, genitals, etc. Writing any of the above
Physical Contact	Inappropriate touching with the hands or feet May or may not include intent to harm or injure	Pushing Shoving Horseplay Minor PDA (holding hands/hugging)	Punching Hitting Kissing Groping Kicking Spitting Causing physical harm to another
Disrespect/Defiance	Inappropriate verbal or nonverbal communication Rudeness toward adults Disrespecting classroom environment or atmosphere	Talking back Off task Not listening	Yelling at teacher Leaving class without permission Overt rudeness directed at an adult
Disruption	Any disturbance or interference that takes away from the learning environment	Talking Tapping Blurting out Sighing Eye Rolling Name Calling Out of seat Passing gas Hand gestures or silent peer communication	Repeated disruptive behaviors that interrupt the learning environment for an extended time
Property Misuse	Use of property in a way in which it was not designed Harm to property	Kicking furniture Breaking pencils Slamming locker Drawing on desks/lockers/school property	Breaking classroom materials/teacher's materials Throwing desks, chairs, etc. Destroying school property Damage to any building fixture

Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the board or school policies.	When a student violates the dress code policy, the student may go to the WIN/WIN closet and replace the clothing that is in violation. If nothing can be found, the student will call a parent/guardian to bring them a change of clothes. If a change cannot be made, then the student will spend the rest of the day in In-School Suspension (ISS).	Repeat Offenders of the dress code policy will be assigned ISS for up to 3 days.
Theft	Taking an item that does not belong to you		Taking money, calculators, school property, or other personal property (such as air pods or shoes)
Peer Interactions	Inappropriate comments and/or unwanted verbal, physical, or emotional advances	Name calling Non-threatening inappropriate language (usually between friends)	Harassment Bullying Repeated taunting Anything that makes the receiver feel uncomfortable or threatened
Electronic Use	Use of electronic devices without permission or using them outside the parameters of given permission	Phone misuse Using websites on Chromebooks without permission	Cyber bullying Inappropriate content on computer or other device Harassing through email, text, etc.
Weapons	Actual weapons such as knives or guns Using other objects as a weapon (such as a broom or a piece of a desk) Pepper spray, etc.	N/a- any use or possession of weapons needs to be referred to an administrator	Knives or guns (real or look-alike) Pepper spray, mace Other items used to cause bodily harm Other items that would be capable of causing bodily harm (shanks, et al)
Drugs & Alcohol	The use of substances that are not appropriate and/or prescribed	N/a - any use or possession of drugs must be referred to an administrator	Prescription drugs outside of the nurse's office Vape, tobacco products Marijuana, other illegal drugs Alcohol Lean, cough syrup, etc.

HIGH SCHOOL CODE OF CONDUCT MATRIX

Behavior	1st Offense	2nd Offense	3rd Offense
Bus Disruptions	Refer to Transportation Handbook	Refer to Transportation Handbook	Refer to Transportation Handbook
Cell Phone Violation	Device is confiscated by the teacher and given back to the student at the end of the class period. Student receives a demerit.	Device is confiscated and turned in to the office. Parents will be notified and a parent can pick up the phone in the office at the end of the day.	Device is confiscated and turned in to the office. Parents will be notified and a parent can pick up the phone in the office at the end of the day. Students will be assigned 1 day of ISS.
	Additional offenses - device is confiscated and turned in to the office. A meeting with the parent , student, and school administration will be held prior to the parent picking up the phone. The student will be required to check the phone in and out of the office at the beginning and end of the day for a month, nine weeks, or the remainder of the school year.		
Dress Code Violation/headwear	Phone call home for change of clothes or school-issued clothing. If student can't get propoer clothing then they will stay in ISS for that day.	1minimum day of ISS or school-issued clothing and parent contacted	1 minimum day of ISS or school-issued clothing and parent contacted
Inappropriate Language	Written referral (demerit)	1 day minimum of ISS	2 days minimum of ISS
Lying	Written referral (demerit)	1 day minimum of ISS	2 days minimum of ISS
PDA - Public Display of Affection	Written referral (demerit)	1 day minimum of ISS	2 days minimum of ISS
Prohibited Items	item will be taken, written referral (demerit) issued and item returned to student at the end of the day	1day minimum of ISS	2 days minimum of ISS
Tardy (per class period). To be kept up with by the individual teachers.	4th tardy = 1 day of ISS / Habitual offenders - Per principal discretion		
Rules Violation	Written referral (demerit)	1 day of ISS	2 days of ISS

Level 2

Behavior	1st Offense	2nd Offense	3rd Offense
Cheating or Plagiarism	Student receives a zero; parent contact by teacher; alternative assignment with a maximum grade of 70.	Student receives a zero; plus 2 days of ISS.	Student receives a zero; plus 5 days of ISS.
Disruption	1 day minimum of ISS	2 days minimum of ISS	3 days of ISS or Alternative Placement Placement based on severity or continuance of offense
Theft/possession/sale of stolen property	1 day minimum of ISS	3 days minimum of ISS	Alternative Placement. Time is at principal discretion.
	Criminal charges will be brought against the student based on SRO discretion		
Forgery	1 day minimum of ISS	3 days minimum of ISS	5 days of ISS or Alternative Placement Placement based on severity or continuance of offense
	Criminal charges will be brought against the student based on SRO discretion		
Leaving School Campus	2 days minimum of ISS	5 days minimum of ISS	Alternative Placement. Time is at principal discretion.
Littering	Community Service - 1 hour	Community Service - 2 hours	Community Service - 3 hours
Non-Compliance	1 day minimum of ISS	3 days minimum of ISS	5 days of ISS or Alternative Placement Placement based on severity or continuance of offense
Profanity Towards a Teacher	20 day Alternative Placement	40 day Alternative Placement	90 Day Alternative Placement
Skipping	1 day minimum of ISS	2 days of ISS (min of 2 days per principal discretion and time missed)	Minimum 3 days of ISS, parent meeting, attendance contract, and/or Alternative Placement. Time is at principal discretion.

Trespassing	2 days of ISS- and or criminal charges	3 days of ISS and or criminal charges	5 days of ISS or Alternative Placement. Time is at principal discretion.
Inappropriate Use/ Possession of Technology – unauthorized access to District software, telephones, accounts/files, unauthorized access or use of video recording via electronic device, posting of inappropriate material on websites including video taping of activities violating school policy such as fights, bullying, hazing or other misconduct.	2 days minimum of ISS	3 days minimum of ISS, Check-in/Check-out System with designated teacher	Loss of technology privilege at HCHS
Level 3			
Behavior	1st Offense	2nd Offense	3rd Offense
Cyber-Bullying	ISS or Alternative Placement Placement depending on the severity of the offense		
Defiance/Disrespect	3 days minimum of ISS or Alternative Placement based on severity or continuance of offense	5 days minimum of ISS or Alternative Placement based on severity or continuance of offense	Alternative Placement based on severity or continuance of offense
Fighting (including instigating, pushing, physical contact)	20 days in Alternative Placement, other determinations by SRO	40 days Alternative Placement, other determinations by SRO	60 days Alternative Placement, other determinations by SRO
Hazing	5 days minimum of ISS, other determinations by SRO	10 - 30 Days in Alternative Placement, other determinations by SRO	30 - 90 Days Alternative Placement, other determinations by SRO
Smoking/Vaping	2 days ISS, court petition will be filed, and online vaping prevention program completed during ISS - Catch My Breath Program	3 days of ISS, court petition will be filed, and research paper/flier/poster on addiction and complete another online vaping prevention during ISS - Stanford Medicine Tobacco Tool Kit	5 days of ISS, court petition will be filed, and Complete afterschool IN DEPTH program (possibly hire a person** to run the program follow up with students who have participated) Held at Learning Lab - Building B and EHHS Library - INDEPTH program
	4th Offense - 10 days in Alternative Placement, court petition filed, and create a portfolio of anti-vaping resources		
Level 4			

Behavior	1st Offense	2nd Offense	3rd Offense
Alcohol	Minimum of 30 days Alternative Placement		
Bullying/Intimidation/Harassment (Physical, racial, verbal, disability, electronic, intimidation toward another student-bullying)	3 days minimum of ISS pending Title IX Investigation/up to 180 Days in Alternative Placement		
Damage/Destruction/Vandalism (involved in altering, defacing or destroying school or private property, including technology)	3 days minimum ISS plus restitution	ALC Placement of a minimum of 10 days plus restitution. Possible criminal charges - per SRO.	ALC Placement of a minimum of 30 days plus restitution. Possible criminal charges - per SRO.
Sexual Harassment/Misconduct	Pending Title IX Investigation 6.3041	Pending Title IX Investigation 6.3041	Pending Title IX Investigation 6.3041
Threats	Alternative Placement. Time is per principal's discretion (per BOE Policy 6.300) & Completion of a Threat Assessment.		
Zero Tolerance - DRUGS	Court petition will be filed, if 18 taken to jail. 180 Days Alternative Placement		
Drug Paraphernalia	30 Days Alternative Placement (current board policy states 5 day suspension)		
Zero Tolerance - WEAPONS	Court petition will be filed, if 18 taken to jail. 180 Days Alternative Placement		
Zero Tolerance - ASSAULT/BATTERY (Physical) of a STAFF MEMBER	Court petition will be filed, if 18 taken to jail. 180 Days Alternative Placement		
Assault (Verbal) of a Staff Member (including intimidating or threatening remarks and/or directed profanity)	Court petition will be filed, if 18 taken to jail 30 Days Alternative Placement	Court petition will be filed, if 18 taken to jail 60 Days Alternative Placement	Court petition will be filed, if 18 taken to jail 90 Days Alternative Placement
Assault/Battery (physical) of a student or students by one or more students	Court petition will be filed, if 18 taken to jail. 30 Day Alternative Placement	Court petition will be filed, if 18 taken to jail 60 Days Alternative Placement	Court petition will be filed, if 18 taken to jail 90 Days Alternative Placement
Habitually Disruptive Conduct	10 Days Alternative Placement	30 Days Alternative Placement	Court petition will be filed, 60 Days Alternative Placement



Discipline Survey Results

Total Responses: 626 (288 online survey responses, 238 paper survey responses)

Who was represented?

Parent: 441 responses

Student: 53 responses

School System Employee: 128 responses

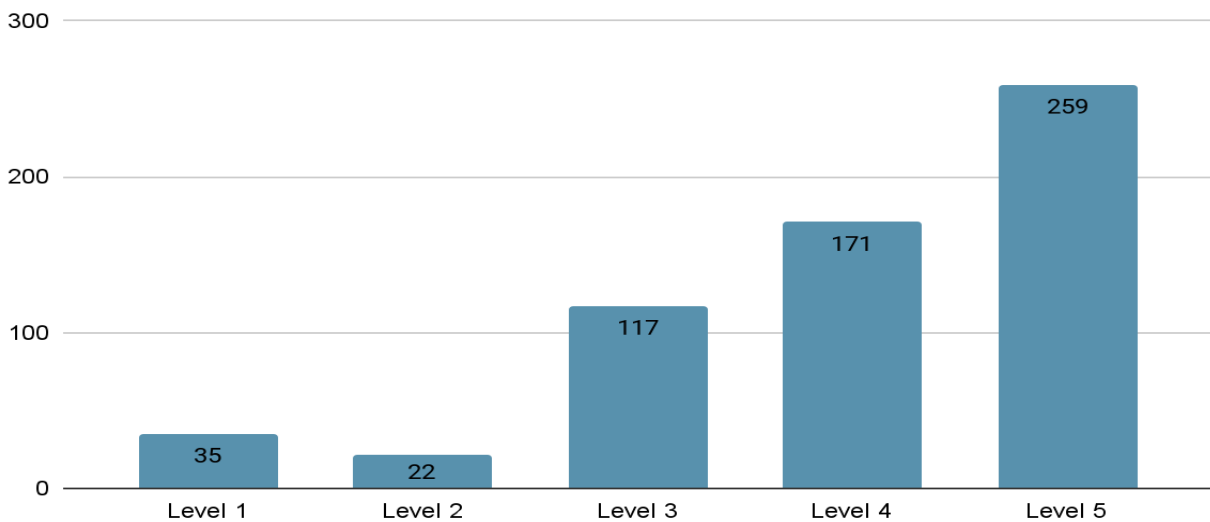
Law Enforcement: 2 responses

Other: 11 responses

No response: 49 responses

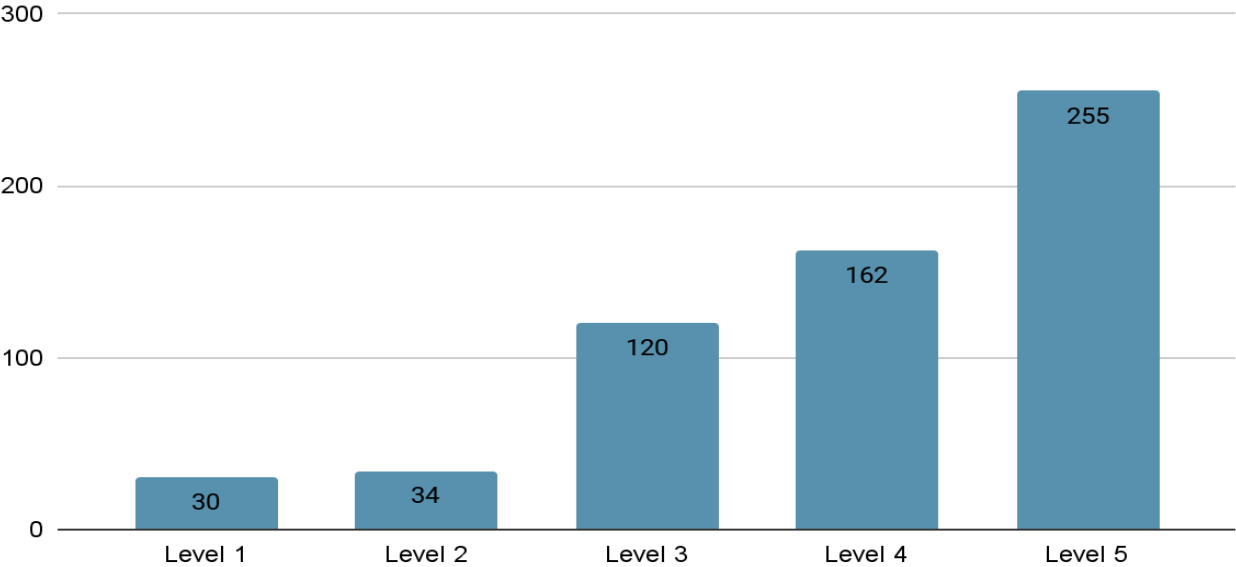
Question 1: This policy is clear and easy to understand.

Question 1--604 responses



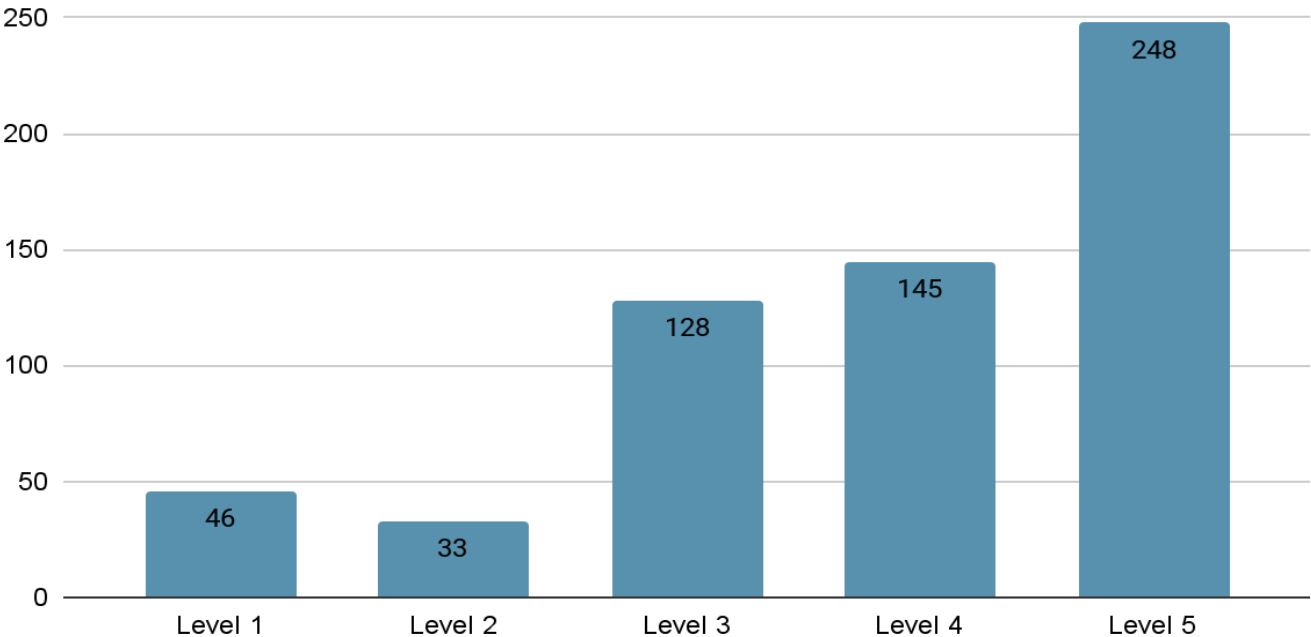
Question 2: This policy is well-defined.

Question 2--601 responses



Question 3: This policy is fair and equitable.

Question 3--600 responses



From the survey responses, 159 comments were read and categorized based on the concern or response. Comments were not provided on 467 submitted surveys.

Comment Category	Number of Comments
Application and consistency of enforcement	33
Corporal Punishment (pro)	3
Corporal Punishment (against)	8
Corporal Punishment definition questions	3
Family support for trauma practices	3
Expectations for teachers/staff	6
Increase Parent notification	13
Repeat offenses	5
Bullying	7
Ability for flexibility	5
Update drug paraphernalia	2
Too harsh	2
More defined	7
Needs to be harsher	4
vaping	2
Explanation of acronyms	2
Threats defined	4
Dress code clearer	3
Keep TCA reference	1
Support for students with disabilities	2
Too complex	2
Restorative practices needed	1
Timeliness	1
Positive (thank you, right direction, etc.)	11

Address all areas of building

2

Hickman County Board of Education

	Opiod Antagonist	6.4052	Issued Date:
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General

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

NOTIFICATION AND RESPONSE

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

LIABILITY

If a student is injured or harmed due to the administration of an opiod antagonist that a physician has prescribed to an LEA under Tennessee State Law TCA 49-50-104(c) the physician shall not be held responsible for the injury unless the physician issued the prescription or standing protocol with intentional disregard for safety.

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

PROCEDURES

The director of schools shall develop procedures for the maintenance and usage of opiod antagonists as well as procedures regarding record keeping and reporting after any incident.

Training will be provided until competency is demonstrated and retraining shall be completed on a yearly basis. Training will be documented and include a skills checklist, instructor's name, trainee's name, date of training and documentation of competency of trainee to administer opiod antagonist. A copy of the trainee's competency training form will be kept in the Coordinated School Health office.



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

To: School Board Members
From: Misty Shelton
Date: April 2023

1st Reading:

5.502 Complaints about School Personnel- at the March board meeting a motion was made to remove it from consideration for review

2nd Reading:

5.607- Non-School Employment- TSBA did not see any problems with lines 27-29 regarding teaching dual enrollment classes

* **1.106 - Code of Ethics-** This policy has been revised to focus solely on prohibitions against accepting items intended to influence a board member's vote and how to handle ethics complaints. The recommendation is to adopt the model policy.

* **1.107 - Conflicts of Interest- NEW POLICY**

To help clarify conflicts of interest, TSBA has placed this information in a separate policy, a new model policy numbered 1.107. This information aligns with TCA 12-4-101 which defines conflicts of interest for school board members.

* Due to increased questions around state ethics laws, TSBA has revised its model policy 1.106 on ethics to focus solely on the requirements of TCA 8-17-103 and placed information on conflicts of interest in model policy 1.107. By separating these topics and updating the language, they hope this helps clarify the requirements for board members.

Up for Review:

- 6.300 Code of Behavior and Discipline
- 6.301 Rights and Responsibilities
- 6.302 Procedural Due Process
- 6.303 Interrogations and Searches
- 6.3031 Use of Metal Detectors
- 6.304 Student Discrimination/Harassment, and Bullying/Intimidation
- 6.3041 Title IX & Sexual Harassment
- 6.305 Student Concerns
- 6.306 Interference/Disruption of School Activities
- 6.307 Drug-Free Schools
- 6.3071 Student Alcohol and Drug Testing
- 6.308 Bus Conduct
- 6.309 Zero Tolerance Offenses

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

	Descriptor Term:	Descriptor Code: 5.502	Issued Date: 11/02/20
	Complaints About School Personnel	Rescinds: 5.502	Issued: 07/02/18

- 1 Whenever a complaint about an employee is made to the Board as a whole or a board member as an
- 2 individual, it will be referred to the school administration for study and possible solutions. The
- 3 employee involved will be advised of the nature of the complaint and given opportunity for
- 4 explanation, comment, and presentation of the facts as he/she sees them.

- 5 If, after such procedure is followed there is still a question or complaint, the matter shall then be
- 6 referred in writing to the Board, which shall determine whether it will hear the individual or group.

- 7 Individuals or groups desiring to speak to the Board shall follow the same procedures as outlined in
- 8 board policy dealing with public participation at board meetings.

Cross References

Appeals To & Appearances Before the Board 1.404

Hickman County Board of Education

Descriptor Term:

**Non-School
Employment**

Descriptor Code:

5.607

Issued Date:

02/06/23

Rescinds:

5.607

Issued:

12/07/20

1 PROFESSIONAL PERSONNEL

2 A given professional position may require additional hours during evenings or other times when
3 offices may be closed. Outside employment is regarded as employment for compensation which is not
4 within the duties and responsibilities of the employee's regular position with the school system.

5 An employee will not perform any duties related to an outside job during his/her regular working hours
6 or during the additional time that the responsibilities of the position require, nor will an employee use
7 any district facilities, equipment or materials in performing outside work. This includes the Board's
8 computer systems and networks and any configuration of hardware and software. The systems and
9 networks include all of the computer hardware, operating system software, stored text and data files.
10 This includes but is not limited to, electronic mail, local databases, externally accessed databases (such
11 as the Internet), CD-ROM, optical media, clip art, digital images, digitized information,
12 communications technologies, and new technologies as they become available. The Board reserves the
13 right to have all technology resource activity monitored.

14 The Board's technology resources will be used only for learning, teaching and administrative purposes
15 consistent with the Board's mission and its goals. Commercial use of the Board's system is strictly
16 prohibited.

17 When the periods of work are such that certain evenings, days or vacation periods are duty-free, the
18 employee may use such off-duty time for the purposes of remuneration, provided all the following
19 conditions are met:

- 20 1. The work in no way interferes with the degree of effectiveness of his/her work in the school
21 system;
- 22 2. The work in no way reflects detrimentally upon the school system or its prestige;
- 23 3. Such outside obligations do not prevent the individual from assuming duties required by the
24 regular position; and
- 25 4. The individual does not receive remuneration for work which is customarily within his/her
26 regular position.¹

27 A teacher employed full time by the Hickman County Board of Education may be employed and paid
28 by the same or another institution for additional part-time work, outside the teacher's regular hours,
29 not to exceed four hundred (400) clock hours out of any nine-month period.

30 If such additional part-time work is or includes teaching in an institution of higher education, such
teacher shall be limited to teaching no more than two (2) courses per quarter or semester.

1 Such employment shall be approved by the governing board of each institution or system.'

2 **SUPPORT PERSONNEL**

3 Support personnel shall not be prohibited from holding employment outside the school system so long
4 as such employment does not interfere with regular and overtime scheduled duties for the school
5 system.

Legal References

1. TCA 49-5-410

Recommend adopting model policy.

Hickman County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 Board members and school district employees may not accept, directly or indirectly, any gift, money,
3 gratuity, consideration, or favor that a reasonable person would understand was intended to influence
4 the vote, official action, or judgment of the board member or employee in executing decisions
5 affecting the school district. It is also prohibited for a board member's or an employee's spouse or
6 child living in the same household to accept such items.

7 It shall not be considered a violation of this policy for a board member or employee to receive
8 entertainment, food, refreshments, meals, health screenings, amenities, food, or beverages that are
9 provided in connection with a conference sponsored by an established or recognized statewide
10 association of school board officials or by an umbrella or affiliate organization of such statewide
11 association of school board officials.

12 **ETHICS COMPLAINTS**

13 The Board may create a School District Ethics Committee (Ethics Committee), consisting of three (3)
14 members who will be appointed to one-year terms by the Board Chair with confirmation by the Board.
15 At least two (2) members of the committee shall be members of the Board. The Ethics Committee shall
16 convene as soon as practicable after its appointment and elect a Chair and a Secretary. The records of
17 the Ethics Committee shall be maintained by the Secretary and shall be filed in the Director of
18 Schools' office, where they shall be open to public inspection.

19 Questions and complaints regarding violations of this Code of Ethics shall be directed to the Chair of
20 the Ethics Committee. Complaints shall be in writing, signed by the person making the complaint, and
21 include details as to the facts surrounding the complaint.

22 The Ethics Committee may investigate an ethical complaint received against a board member or
23 employee and make recommendations to cease any activity that, in the Ethics Committee's judgment,
24 constitutes a violation of this Code of Ethics. If a member of the Ethics Committee is the subject of a
25 complaint, the member shall recuse himself/herself from all proceedings involving the complaint.

26 The Ethics Committee may:

- 27 1. Refer the matter to the board attorney;
- 28
- 29 2. In the case of a board member, refer the matter to the Board of Education for possible public
30 censure, if warranted;

- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible disciplinary action, if warranted; or
- 3
- 4 4. In a case involving possible violation of state statutes, refer the matter to the district attorney
- 5 for possible ouster or criminal prosecution.

Legal References

- 1. TCA 8-17-103

Cross References

- Board Member Conflict of Interest 1.107
- Duties of Board Members 1.202

* New Policy *

Hickman County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Member Conflict of Interest	Descriptor Code: 1.107	Issued Date:
		Rescinds:	Issued:

1 *General*

2 State law provides specific instances when direct or indirect conflicts of interest may affect a board
3 member's ability to vote on certain matters.

4 Direct conflicts of interest may arise if the school district contracts with a board member or with a
5 business in which the board member is a sole proprietor, partner, or person having a controlling
6 interest.¹

7 Indirect conflicts of interest may arise if a board member votes on a matter involving a situation that a
8 reasonable person would infer affects his/her personal finances indirectly. If a board member has a
9 direct interest but is the sole supplier of goods or services in the city or county, he/she would be
10 considered indirectly interested in such a matter.²

11 **DIRECT CONFLICT OF INTEREST¹**

12 A board member shall not be directly interested in any contract in which the Board may be interested.

13 If there is a pre-existing contract that predates the board member's election to the Board, the board
14 member shall refrain from voting or discussing any matter related to that contract since he/she has a
15 direct interest. Upon expiration, the contract shall not be renewed by the Board.³

16 This shall not prohibit any board member from voting on the school budget or any budget amendments
17 unless the vote is on a specific budget amendment in which the board member is directly interested.⁴

18 **INDIRECT CONFLICT OF INTEREST²**

19 A board member shall not be indirectly interested in any contract where the Board may be interested
20 unless the board member publicly acknowledges such interest. The disclosure of this interest shall be
21 made at the board meeting in which the Board is taking action on the contract. A board member with
22 an indirect interest is not required to refrain from voting on the contract.

23 **PENALTY FOR UNLAWFUL INTEREST⁵**

24 If a board member is found to have an indirect interest and fails to disclose such interest, or becomes
25 directly interested in any contract, he/she shall forfeit all compensation. He/she shall also be dismissed
26 from the Board and be ineligible to serve in the same or similar position for ten (10) years.

Legal References

1. TCA 12-4-101(a); Op. Tenn. Att'y Gen. No. 10-46
2. TCA 12-4-101(b)
3. Op. Tenn. Att'y Gen. No. 99-209
4. TCA 12-4-101(a)(1)
5. TCA 12-4-102

Cross References

- Code of Ethics 1.106
- Duties of Board Members 1.202

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Instructions: Board members are required to disclose conflicts of interest in matters that affect, or would lead a reasonable person to infer that it would affect, the exercise of discretion of a board member.

1. Date of disclosure: _____

2. Name: _____

3. Description of conflict of interest (describe below in detail):

Signature of Board Member

Signature of Witness

Hickman County Board of Education			
	Descriptor Term: Staff Community Relations	Descriptor Code: 5.606	Issued Date: 02/06/23
		Rescinds: 5.606	Issued: 12/07/20

1 **COMMUNITY ACTIVITIES**

2 In their relationship with community groups, an effort should be made by all employees to make school
 3 life a part of community life. Employees should know the community, its influence and its opportunities
 4 for students as well as for themselves.

5 Employees have a right to express their views on any issue, but must in each case make clear that the
 6 view expressed is not the official view of the Board or school system.

7 **POLITICAL ACTIVITIES**

8 Employees may, on their own time, campaign for or against any candidate or referendum, but they shall
 9 not use the schools, the classroom or system position for political forum nor engage in any political
 10 promotion or solicitation during school hours.

11 Any employee who intends to campaign for an elective public office which infringes upon a contracted
 12 agreement shall present a proposed solution to the Board for consideration. The essential element to be
 13 determined by the Board is whether the activities proposed by the employee are consistent with his
 14 services to the school system and the best interests of education.

15 Leave to hold legislative office shall be granted for whatever period may be required but shall be granted
 16 without pay.

Cross References

- Board-Community Relations 1.500
- News Releases, News Conferences & Interviews 1.503
- Advertising & Distribution of Materials in Schools 1.806

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Code of Behavior and Discipline</h2>	Descriptor Code: 6.300	Issued Date: 11/01/21
		Rescinds: 6.300	Issued: 02/01/21

1 The following list of offenses and consequences is not intended to be an all-inclusive list. It is an attempt
 2 to bring some consistency in the handling of student misconduct throughout the school system.

3 These school rules will apply:

- 4 1. On all school grounds and in school buses during, before or after school hours.
- 5 2. En route to and from school, including, but not limited to, on school buses.
- 6 3. At a school activity, function or event on or off campus.
- 7 4. Off campus if the conduct is potentially or actually disruptive to the school environment or its
 8 educational purposes or constitutes a threat to the health, safety or welfare of either students or school
 9 officials.

10 OFFENSES		PUNISHMENT
--------------------	--	-------------------

11 **ZERO TOLERANCE OFFENSES**

12 **Drugs:** Unlawfully possessing, acquiring, attempting
 13 to acquire, using, being under the influence of, selling
 14 or attempting to sell, distributing or transmitting any
 15 narcotic, stimulant drug, prescription drug, barbitol or
 16 legend drug, inhalants, or any other controlled
 17 substance.

Mandatory 1 year expulsion

18 **Weapons:** Bringing a firearm to school or being in
 19 possession of a firearm at school or knowingly
 20 possessing, handling, transmitting, or using a weapon,
 21 or knowingly possessing an object with the intent of
 22 going armed, or use of any object in a threatening
 23 or assaultive manner. Weapons include, but are not
 24 limited to, firearms, BB guns, pellet guns, ammunition,
 25 explosives, knives with blades of 2 1/2 inches or more

Mandatory 1 year expulsion

1 in length, switchblades, razor blades, box cutters,
2 bowie knife, hawk bill knife, or other like instruments
3 utilizing a razor blade and ice picks, daggers, slingshots,
4 leaded canes, blackjacks and knuckles.

5 **Assault:** Committing an assault which causes serious
6 bodily injury to another student or others. Acting in
7 lawful self-defense is not a violation of this rule.

Principal Discretion

8 **OTHER OFFENSES**

9 **Harassment (Intimidation/Bullying):** Conduct by a
10 student that has the purpose or effect of unreasonably
11 interfering with another student's academic development
12 or that creates an intimidating, hostile or offensive
13 learning environment.

**Up to and including a 1 year
expulsion**

14 **Harassment (Discrimination):** Any conduct that:
15 1. Unreasonable interferes with student work or
16 educational opportunities; or
17 2. Creates an intimidating, hostile or offensive
18 learning environment, where such conduct is
19 based on a person's sex, race, ethnicity or religion.

**Up to and including a 1 year
expulsion**

20 **Drug Look-A-Likes or Drug Paraphernalia:** Drug
21 look-alikes or paraphernalia shall include pills, powder
22 or any substance which gives the appearance of
23 prohibited drugs. Drug paraphernalia shall include
24 roach clips, rolling papers, pot pipes, pagers or any
25 other device or materials used with illegal substances.

5 day suspension

26 **Representation of any Substance as an Illegal Drug
27 or Controlled Substance. Other Drugs:** Possessing,
28 acquiring, attempting to acquire, using (whether by inhala-
29 tion, ingestion or injection), being under the influence of,
30 selling or attempting to sell, distributing or transmitting
31 any designer, synthetic or counterfeit drug, any illegal per-
32 formance enhancing drug, any substance that causes impair-
33 ment, any substance which is inappropriately used to alter

30 day suspension

1 the mind, mood or behavior, or any other substance used as
 2 a drug. This Disciplinary Offense covers anything used as
 3 a drug not covered in the Drugs section of the Zero
 4 Tolerance Offenses.

5 **Smoking:** Smoking of any substance, including but not
 6 limited to tobacco and nicotine are prohibited. Both use (whether
 7 smoking or otherwise) and possession of tobacco is
 8 prohibited.
 9

Punishment for Tobacco Use or Possession:

First Offense: 2 days in-school Suspension, when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.

Second Offense: 3 days in-school Suspension, when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.

Third Offense: 5 days in-school Suspension, when a student is Found to be in possession of tobacco or nicotine, a court petition must be filed.

Fourth or More Offense: Suspension in addition to the foregoing, when a student is found to be in possession of tobacco or nicotine, a court petition must be filed.

Punishment for non-tobacco smoking:

10 days suspension

31 **Alcohol:** Possessing, acquiring, attempting to acquire,
 32 consuming, being under the influence of, selling or
 33 attempting to sell, distributing or transmitting alcoholic
 34 beverages.

30 days suspension or alternative school placement

35 **Other Weapon Offenses:** A student shall not knowingly

First Offense: 5 day suspension or

1 possess, handle, or transmit oleoresin capsicum (pepper
2 spray), a knife with blade less than 2 1/2 inches in length
3 or a weapon replica. An exception applies to weapon
4 replicas when school authorities specifically authorize the
5 use of weapon replicas in instances such as the color guard,
6 a prop in a school play, and the like.

7 **Threats:** A threat communicated verbally or demonstra-
8 tively to inflict physical or other harm on any school
9 employee, any other person acting in an official capacity
10 on behalf of the school, or any other student. To be a
11 violation of this rule, the threat must be one which would
12 cause a person to reasonably fear imminent bodily injury.

13 **Dress Code Violations**

alternative school placement.
Second Offense: 10 day
suspension or alternative school
placement

Principal Discretion

First Offense: 1 day in-school
suspension or school-issued
uniform
Second or More Offenses: 1 day
in-school suspension or school-
issued uniform and parents
contacted.

20 **Cell Phone Violations**

Principal Discretion

21 **Damage to Property or Persons** including vandalism or
22 or damage resulting of misuse or destruction of school
23 property.
24

**Principal Discretion plus restitu-
tion**

25 **Fighting**

Principal Discretion

26 **Lying or Cheating**

Principal Discretion

27 **Failure to Obey Staff**

Principal Discretion

28 **Disruption of School**

Principal Discretion

29 **Hazing:** Any intentional or reckless act, on or off
30 school property, by a student, that endangers the mental
31 or physical health or safety of that student, or that induces

Principal Discretion

1 or coerces a student to endanger such student's mental or
2 physical health or safety.

3 **Disrespect for School Employees or Other Students** **Principal Discretion**

4 **Disruptive Behavior** **Principal Discretion**

5 **Gambling** **Principal Discretion**

6 **Attendance:** Skipping any amount of school or **Principal Discretion**
7 leaving school without permission

8 **Inappropriate Language** **Principal Discretion**

9 **Forgery:** Forging an official note to/from school **Principal Discretion**

10 **Littering** **Principal Discretion**

11 **Off-Campus Criminal Behavior:** Off-campus criminal **Principal Discretion**
12 behavior which results in the student's being charged with
13 a felony when the student's continued presence in school
14 poses a danger to persons or property or disrupts the
15 educational process.

16 **Other Off-Campus Behavior:** A violation of any school **Principal Discretion**
17 rule off-campus when the conduct is potentially or actually
18 disruptive to the school environment, its educational
19 purpose, or constitutes a threat to the health, safety, or
20 welfare of a student or students and/or school personnel.

21 **Other Inappropriate Behavior** **Principal Discretion**

22 **Offenses that are also Crimes:** Any of the above offenses that constitute a criminal offense will be
23 reported to local law enforcement officials.

24 **Special Education Procedure:** The discipline of special education students is governed by federal and
25 state laws. If an offense is committed by a special education student, the federal laws may or may not

1 permit punishment as set forth above. In addition, special and different procedures must be followed
2 when an offense is committed by a special education student.

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

6 **Safe Harbor Provision:**

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

Hickman County Board of Education

Descriptor Term: Rights and Responsibilities of Students	Descriptor Code: 6.301	Issued Date: 02/01/21
	Rescinds: 6.301	Issued: 11/05/18

1 The Board expects all school staff, students and parents to assume the responsibility for appropriate
2 behaviors in the school.

3 Each student has the right to:

- 4 1. Have the opportunity for a free education in the most appropriate learning environment;
- 5 2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
- 6 3. Expect that the school will be a safe place;
- 7 4. Have an appropriate environment conducive to learning;
- 8 5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or
9 disabilities¹; and
- .0 6. Be fully informed of school rules and regulations.

11 Each student has the responsibility to:

- 12 1. Know and adhere to reasonable rules and regulations established by the Board;
- 13 2. Respect the human dignity and worth of every other individual;
- 14 3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- 15 4. Study and maintain the best possible level of academic achievement;
- 16 5. Be punctual and present in the regular school program;
- 17 6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty
18 and safety;
- 19 7. Maintain and/or improve the school environment, preserve school and private property, and
20 exercise care while using school facilities;
- 21 8. Refrain from behavior which would lead to physical or emotional harm or disrupts the
22 educational process;
- 23 9. Respect the authority of school administrators, teachers and other authorized personnel in
24 maintaining discipline in the school and at school-sponsored activities;

- 1 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other
2 unauthorized substances or materials; and
- 3 11. Possess on school grounds only those materials which are acceptable under the law and accept
4 the consequences for articles stored in one's locker.

Legal References

1. 20 USCA § 1703

Hickman County Board of Education

Descriptor Term: Procedural Due Process	Descriptor Code: 6.302	Issued Date: 02/01/21
	Rescinds: 6.302	Issued: 11/05/18

1 Before school authorities administer disciplinary measures, reasonable inquiry shall be made to
2 determine the truth of what happened.¹ The nature of this inquiry will vary in degree with the
3 seriousness of the offense and the consequence attached thereto.

4 For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure
5 is required. An inquiry into the incident to ensure that the offender is accurately identified, that he
6 understands the nature of the offense, and that he/she knew the consequences of the offense for which
7 he is accused.

8 In case of severe offenses where there is a possibility of suspension, the student shall be advised of the
9 nature of his/her misconduct, questioned about it, and allowed to give an explanation.²

10 If the principal determines that the offense is of such nature that the student's continued presence
11 would be detrimental to the school or persons within the school, he/she shall refer the case to the
12 disciplinary hearing authority.³

Legal References

1. *Ingraham v. Wright*, 430 U.S. 651 (1977)
2. *Goss v. Lopez*, 419 U.S. 565 (1975)
3. TCA 49-6-3401(c)(4)(A)—(B)

Cross References

Interrogations and Searches 6.303
Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316
Disciplinary Hearing Authority 6.317

Hickman County Board of Education

	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 02/01/21
		Rescinds: 6.303	Issued: 01/04/21

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 School personnel have a duty to report any reasonable suspicion that a student is carrying, or has
3 carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the
4 principal, the principal's designee or, if the principal and the principal's designee are unavailable and
5 the offense was committed on school property, to the appropriate authorities.¹

6 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
7 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under
8 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any
9 student answering falsely, evasively or refusing to answer a proper question may be subject to
10 disciplinary action, including suspension.

11 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
12 principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians
13 and without giving the student constitutional warnings.

14 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

15 If the principal has requested assistance by the police department to investigate a crime involving
16 his/her school, the police shall have permission to interrogate a student suspect in school during school
17 hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the
18 student of the intended interrogation unless circumstances require otherwise. The interrogation may
19 proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her
20 designee shall be present during the interrogation.

21 The use of police women or female staff members is desirable in the interrogation of female students.

22 POLICE-INITIATED INTERROGATIONS

23 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
24 crimes committed outside of school hours, the police department shall first contact the principal
25 regarding the planned interrogation, inform him/her of the probable cause to investigate within the
26 school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal
27 custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed
28 without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee
29 shall be present during the interrogation.

1 SEARCHES BY SCHOOL PERSONNEL

2 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
3 procedures regarding the searching of students' lockers, vehicles, and containers which are consistent
4 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
5 all of the provisions of the School Security Act of 1981.^{1,2}

6 Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing
7 on school property or in the actual or constructive possession of any student during any organized
8 school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in*
9 *the school parking lot that vehicles parked on school property by students or visitors are subject to*
10 *search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she
11 receives information which would cause a reasonable belief that the search will lead to the discovery
12 of:

- 13 1. Evidence of any violation of the law;
- 14
- 15 2. Evidence of any violation of school rules or regulations or proper standards of student or
16 faculty conduct;
- 17
- 18 3. Any object or substance which, because of its presence, presents an immediate danger of harm
19 or illness to any person.

20 A student using a locker that is the property of the school system does not have the right of privacy in
21 that locker or its contents. All lockers or other storage areas provided for student use on school
22 premises remain the property of the school system and are provided for the use of students subject to
23 inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and*
24 *other storage areas are school property and are subject to search.*

25 A student may be subject to physical search or a student's pocket, purse or other container may be
26 required to be emptied because of the results of a locker search, or because of information received
27 from a teacher, staff member or other student if such action is reasonable to the principal. All of the
28 following standards of reasonableness shall be met:

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

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

3 **USE OF ANIMALS**

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

7 **SEARCHES BY POLICE**

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

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

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

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

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

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

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

Legal References

1. TCA 49-6-4201 to 4219
2. Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

Cross References

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

Hickman County Board of Education

	Descriptor Term: Use of Metal Detectors	Descriptor Code: 6.3031	Issued Date: 02/01/21
		Rescinds: 6.3031	Issued: 11/05/18

1 In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use
2 of hand-held or walk-through metal detectors to check a student's person or personal effects as
3 follows:

4 School officials or law enforcement officers may conduct metal detector checks of groups of
5 individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all
6 students in a randomly selected class; or every third individual entering an athletic event). Metal
7 detector checks of groups of individuals may not be used to single out a particular individual or
8 category of individuals.

9 If a school official or a law enforcement officer has reasonable suspicion to believe that a particular
10 student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may
11 conduct a metal detector check of the student's person and personal effects.

12 A student's failure to permit a metal detector check as provided in this policy will be considered
13 grounds for disciplinary action including possible suspension.

14 The director of schools shall develop procedures for implementing this policy.

Hickman County Board of Education

Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 02/01/21
	Rescinds: 6.304	Issued: 07/06/20

1 The Hickman County Board of Education has determined that a safe, civil, and supportive environment
2 in school is necessary for students to learn and achieve high academic standards. In order to maintain
3 that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other
4 victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

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

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

14 **DEFINITIONS⁴**

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

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

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

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

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

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

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

6 COMPLAINTS AND INVESTIGATIONS

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

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

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

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

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

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

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

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

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

4 **RESPONSE AND PREVENTION**¹⁰

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

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

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

14 **REPORTS**

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

19 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying
20 cases brought to the attention of school officials during the prior academic year. The report shall also
21 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
22 presented to the board of education at its regular July meeting, and it shall be submitted to the state
23 department of education by August 1.¹²

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

26 **RETALIATION AND FALSE ACCUSATIONS**

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

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

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

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

Hickman County Board of Education

Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 02/01/21
	Rescinds: 6.3041	Issued: 08/03/20

1 *General*

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 **TITLE IX COORDINATOR**⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 Director of Accountability

18 115 Murphree Ave.

19 931-729-3391 Ext. 2226

20 michael.beem@hickmank12.org and eric.cannon@hickmank12.org

21 **DEFINITIONS**⁴

22 “Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual
23 harassment.

24 “Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute
25 sexual harassment.

26 “Sexual harassment” is conduct on the basis of sex that satisfies one or more of the following:³

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and
5 objectively offensive that it effectively denies a person equal access to the education program
6 or activity; or
- 7 3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal
8 law.

9 Behaviors that constitute sexual harassment may include, but are not limited to:

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

23 Sexual harassment may be directed against a particular person or persons, or a group, whether of the
24 opposite sex or the same sex.

25 "Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered
26 to the complainant and the respondent, as appropriate. These measures may include, but are not limited
27 to, the following:

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

35 The measures offered to the complainant and the respondent shall remain confidential to the extent that
36 maintaining such confidentiality would not impair the ability of the school district to provide the
37 supportive measures.

38 **GRIEVANCE PROCESS**

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
24 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
25 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Complaint Manager shall serve as the investigator and be responsible for investigating complaints
5 in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for
6 obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district
7 and not the complainant or respondent.

8 Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
20 and present relevant evidence;
- 21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
- 25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
- 28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
31 for the party to prepare to participate;
- 32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
34 the allegations in the formal complaint; and
- 35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
37
- 38 a. Prior to the completion of the investigative report, the investigator shall send to each
39 party the evidence subject to inspection and review. All parties shall have at least ten
40 (10) days to submit a written response which shall be taken into consideration in
41 creating the final report.

1 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
3 process. At the close of the investigation, a written final report on the investigation will be delivered to
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
5 Director of Schools.

6 **Determination of Responsibility**¹⁹

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding
8 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of evidence
9 standard shall be used in making this determination.²¹

10 The Director of Schools shall act as the decision-maker. He/she shall receive the final report of the
11 investigation and allow each party the opportunity to submit written questions that he/she wants asked
12 of any party or witness prior to the determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written
14 determination to the parties simultaneously along with information about how to file an appeal.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and
16 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
17 and including termination.

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

21 **APPEALS**²²

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that
23 affected the outcome, new evidence that was not reasonably available at the time of the determination
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
26 Coordinator within ten (10) days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
32 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
33 the result of the appeal and the rationale for the result. The written decision shall be provided
34 simultaneously to both parties.

1 RETALIATION²³

- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 3 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

- Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Complaints and Grievances 5.501
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Reporting Child Abuse 6.409

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Student Concerns</h2>	Descriptor Code: 6.305	Issued Date: 02/01/21
		Rescinds: 6.305	Issued: 08/03/20

1 Decisions made by school personnel, such as aides, teachers, or assistant principals, which students
 2 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be
 3 appealed to the school principal/designee. To appeal, students shall contact the principal's office in their
 4 school and provide their name, the issue, and the reason for their appeal on a printed form available at
 5 the school office within two (2) days. The appeal shall be decided confidentially and promptly, preferably
 6 within five (5) school days.

7 However, if the principal does not make a decision within five (5) school days, students or
 8 parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the
 9 central office. The information provided should include the student's name, the school, and a description
 10 of the problem.

11 An investigation and decision shall be made within two (2) school days and communicated to the school
 12 principal and student by telephone. A written copy of the decision also shall be sent to the student and
 13 the principal.

Cross References

Appeals To & Appearances Before the Board 1.404
 Instructional Program 4.100
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041

Hickman County Board of Education

Descriptor Term: Interference/Disruption of School Activities	Descriptor Code: 6.306	Issued Date: 12/07/21
	Rescinds: 6.306	Issued: 02/01/21

1 Employees are authorized to take reasonable measures to establish appropriate school behavior. Any
2 professional employee shall have the authority to control the conduct of any student while under the
3 supervision of the school system.¹ This authority shall extend to all activities of the school, including all
4 games and public performances of athletic teams and other school groups, trips, excursions and all other
5 activities under school sponsorship and direction.

6 Such measures may include the use of reasonable force to restrain or correct students and maintain order.

7 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or
8 any other conduct which causes the disruption, interference or obstruction of any school purpose while
9 on school property, in school vehicles or buses, or at any school-sponsored activity, function or event,
10 whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

11 Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated.
12 Students shall not engage in conduct that has the effect of unreasonably interfering with another student's
13 academic development or that creates a hostile or offensive learning environment.

14 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to
15 suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.²

16 **REMOVAL OF STUDENT³**

17 If a student repeatedly or substantially interferes with the learning environment, the teacher may submit
18 a written request along with the required documentation to the principal/designee to remove the student
19 from the teacher's classroom. The student will be given notice of the rationale for the request as well as
20 the opportunity to offer an explanation.

21 The principal/designee will investigate the request and make a decision regarding the student's
22 placement. The principal will notify the teacher as to his/her decision.

23 If a teacher abuses or overuses the student removal process, the principal/designee shall address the
24 abuse or overuse with the teacher and may require the teacher to complete additional professional
25 development to improve the teacher's classroom management skills.

26 *Appeal Process*

27 If the teacher's request for removal is denied, he/she may file an appeal with the Director of
28 Schools/designee. He/she will review the teacher's request for removal as well as the decision of the
29 principal/designee and make a determination as to the student's placement.

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081
Discipline procedures 6.313

Hickman County Board of Education

Descriptor Term: Drug-Free Schools	Descriptor Code: 6.307	Issued Date: 02/01/21
	Rescinds: 6.307	Issued: 11/05/18

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a
2 "Drug Free" community, the Board's plan for dealing with alcohol and drugs¹ shall include the
3 following:

- 4 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 5 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 6 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered
7 "high risk" to agencies and other sources of appropriate help;
- 8 4. Effective working relationships with appropriate community agencies, such as alcohol/drug
9 service providers, law enforcement agencies and judicial officials.

10 Through the use of state guidelines the director of schools shall be responsible for:

- 11 1. Developing and implementing an appropriate curriculum on alcohol and drug education for
12 students;
- 13 2. Providing adequate information and training for all staff personnel as appropriate to their
14 responsibilities;
- 15 3. Implementing the relevant portions of the Drug-Free Youth Act² ;
- 16 4. Developing administrative rules and guidelines for the school system to effectively respond to
17 alcohol and drug situations that may occur at school or school-sponsored events; and
- 18 5. Providing notification to parents and students that compliance with this policy is mandatory.

19 Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or
20 alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or
21 at any school-sponsored activity, function or event whether on or off school grounds. This includes but
22 is not limited to abuse of inhalants and prescription drugs.³

23 Disciplinary sanctions will be imposed on students who violate standards of conduct required by this
24 policy. Such sanctions will be consistent with local, state and federal laws, up to and including
25 suspension/expulsion as well as referral for prosecution.⁴ Completion of an appropriate rehabilitation
26 program may also be recommended.

27 Information about drug and alcohol counseling and rehabilitation programs will be made available
28 through the school office.

Legal References

1. TRR/MS 0520-01-03-.08(2)(d)
2. TCA 55-10-701 *et seq.*; 20 USCA § 7116
3. TCA 39-17-715; TCA 39-17-432
4. TCA 49-6-3401; TCA 49-6-4209

Cross References

Alcohol & Drugs in the Workplace 1.804
Zero Tolerance Offenses 6.309
Suspension 6.316

Hickman County Board of Education

Descriptor Term: Student Alcohol and Drug Testing	Descriptor Code: 6.3071	Issued Date: 02/01/21
	Rescinds: 6.3071	Issued: 11/05/18

1 The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The
2 distribution, abuse, or misuse of over the counter medications or other chemicals or substances is
3 likewise prohibited. Students will be notified in writing at the beginning of each school year or at the
4 time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.¹
5 The board will pay costs of any testing required pursuant to this policy.²

6 Reasonable Suspicion Drug Testing

7 Principals are authorized to order drug tests for individual students when there is a reasonable cause to
8 believe that:³

- 9 1. A school board policy on alcohol and drug use has been violated;
- 10
- 11 2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;
- 12
- 13 3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
- 14
- 15 4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
- 16
- 17 5. Through observation or other reasonable information reported by a teacher, staff member or
18 other student that a student is using and/or under the influence of drugs and/or alcohol on
19 school property.

20 Prior to performing a drug test on a student based on reasonable suspicion, the following conditions
21 must be met:

- 22 1. A particular student has violated school policy;
- 23
- 24 2. The test will yield evidence of the violation of school policy or will establish that a student
25 either was impaired due to drug use or did not use drugs;
- 26
- 27 3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline,
28 safety, supervision and education of students;
- 29
- 30 4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal
31 prosecution; and

1 5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall
2 be the Assistant Principal.

3 Upon receiving reasonable information, the principal shall take the following steps:

4 1. Call the student into the principal's office or another private place;

5
6 2. Summon an appropriate qualified witness;

7
8 3. Discuss with the student the basis for the determination that a test is necessary;

9
10 4. Inform the student of the procedures which shall be followed in administering the test;

11
12 5. Notify the parent or guardian of the student of the impending test; and

13
14 6. Give the student an opportunity to decline the test and inform the student that if the test is not
15 taken the penalty shall be suspension from school and a hearing before the disciplinary hearing
16 authority.

17 **Random Drug Testing of Students Participating in Extracurricular Activities⁴**

18 Students involved in any voluntary extracurricular activities shall be subject to random drug tests.
19 Parents and students will be informed of this policy prior to participation and shall sign a consent to the
20 drug testing and a release of information as a condition of participation.

21 Extracurricular activity is defined as voluntary participation in activities not falling within the scope of
22 regular curriculum and carrying no academic credit. This includes participating in athletic programs,
23 cheerleading, band, clubs, student leadership positions, etc.

24 Prior to performing a random drug test on a student participating in extracurricular activities, the
25 following conditions must be met:

26 1. The test will yield evidence of the violation of school policy or will establish that a student
27 either was impaired due to drug use or did not use drugs;

28
29 2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline,
30 safety, supervision and education of students;

31
32 3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal
33 prosecution; and

34
35 4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall
36 be the Assistant Principal.

37 No student who tests positive under a random drug testing program shall be suspended or expelled
38 from school solely as the result of the positive test.⁵

39 **Drug Testing Process**

1 The appropriately qualified and trained witness shall take the student to a designated place in the
2 school and collect a specimen from the student. The specimen shall be taken in a manner which will
3 ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide
4 maximum privacy to the tested student.

5 The type of specimen taken shall depend on the substance in question and the test performed on the
6 specimen shall be appropriate for accurate detection of the substance in question. Once taken, the
7 principal shall give the specimen an identifying number which in no way will reveal the identity of the
8 student.

9 The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee
10 Department of Health and Environment and designated by the Board. Specimens shall be retained for
11 ten (10) days.⁶

12 Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one
13 of the following:⁷

14 1. If the results of the analysis are negative, they shall be reported as negative and all evidence of
15 the individual test, including all records in the school that the test was ordered and the reasons
16 therefore, shall be destroyed and expunged.
17

18 2. If the results of the analysis are positive, the student and parents or guardian shall be given the
19 written notice of the result. All records of the test, request for a test or indication a student has
20 been tested shall be confidential student records in accordance with state law. The Hickman
21 County School System is not responsible for student treatment expenses incurred as a result of
22 positive drug and/or alcohol test administered by the school district.

23 The board will provide students testing positive an assessment to determine the severity of the
24 student's alcohol and drug problem and a recommendation for referral to intervention or treatment
25 resources as appropriate.⁸

26 **Penalties**

27 Each confirmed incident will result in a referral to the Youth Services Officer (YSO).

28 First offense students will be suspended from all extra-curricular activities for one calendar year.

29 Second offense students will be suspended from all extra-curricular activities for duration of time
30 enrolled or reenrolled in the Hickman County school system.

31 Malicious use of authority granted by this policy by any school personnel may be grounds for
32 dismissal.⁹

Legal References

1. TCA 49-6-4213
2. TCA 49-6-4213(g)
3. TCA 49-6-4213(a)(1)
4. TCA 49-6-4213(a)(2)
5. TCA 49-6-4213(k)(2)
6. TCA 49-6-4213(d)
7. TCA 49-6-4213(j)-(k)
8. TCA 10-7-504
9. TCA 49-6-4213(l)
10. TCA 49-6-4213(m)

Cross References

Alcohol & Drugs in the Workplace 1.804
Drug-Free Schools 6.307
Disciplinary Hearing Authority 6.317

Hickman County Board of Education

	Descriptor Term: Bus Conduct	Descriptor Code: 6.308	Issued Date: 02/01/21
		Rescinds: 6.308	Issued: 10/07/19

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school
2 bus except students assigned to that bus or parents of students or other persons with lawful and valid
3 business on the bus.¹

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus
5 in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable
7 directions given by him/her shall be followed. A driver may remove a student in the event that the driver
8 finds it necessary for the safety of the other student passengers or the driver, provided that the driver
9 secures the safety of the ejected student for the uncompleted trip. A driver shall report to school
10 authorities as soon as possible, but no later than the end of the route, any student refusing to obey the
11 driver or exiting the bus without the driver's permission at a point other than the student's destination
12 for that trip.²

13 The principal of the student transported shall be informed by the bus driver of any serious discipline
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if
16 he/she disobeys state or local rules and regulations pertaining to student transportation.

17 The suspension of a student from riding the school bus shall follow the same procedures as for any other
18 school suspension.

19 Any student who gets off the bus at any point between the pick-up point and school must present the bus
20 driver with a note of authorization from the parent or the principal of the school that the student attends.

21 Any student wishing to ride a bus other than his/her designated bus must have written parental permission
22 and the approval of the principal or his/her designee.

23 Students who transfer from bus to bus while enroute to and from school shall be expected to abide by
24 the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

25 USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

26 Cameras or video cameras may be used to monitor student behavior on school buses transporting
27 students to and from school or extracurricular activities. Photographs and video footage shall be used
28 only to promote the order, safety, and security of students, staff, and property.

29 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with
30 established board policy governing student conduct and discipline.

- 1 The district shall comply with all applicable state and federal laws related to photographs and video
2 footage.³ These materials shall be maintained for five (5) days. Parent(s)/guardian(s) may submit
3 requests to view photographs and video footage to the Director of School/designee, and a time shall be
4 arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are
5 provided the opportunity to review photographs and video footage.⁴
- 6 The Director of Schools shall develop procedures governing the use of cameras and video cameras in
7 accordance with the provisions of state and federal law and established board policies.
8

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. TCA 49-6-2119

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension 6.316
Student Records 6.600
Annual Notification of Rights 6.401
Inspection & Correction of Student Records 6.602

Hickman County Board of Education

	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 02/01/21
		Rescinds: 6.309	Issued: 02/04/19

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

2 **WEAPONS & DANGEROUS INSTRUMENTS**

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

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

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

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

12 In accordance with state law, any student who brings or possess a firearm on school property shall be
13 expelled for a period of not less than one (1) calendar year. The director of schools shall have the
14 authority to modify this expulsion requirement on a case-by-case basis.⁶

15 **DRUGS³**

16 In accordance with state law, any student who unlawfully possesses any drug including any controlled
17 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director
18 of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁶

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

20 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102
21 upon any teacher, principal administrator, any other employee of the school or school resource officer
22 or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or
23 SRO shall be expelled for a period of not less than one (1) calendar year. The director of schools shall
24 have the authority to modify this expulsion requirement on a case-by-case basis.⁶

25 **ELECTRONIC THREATS**

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

6 NOTIFICATION

7 When it is determined that a student has violated this policy, the principal of the school shall notify the
8 student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁷

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 49-6-3401(g)(2); TCA 49-6-3402; Public Acts of 2020, Chapter No. 603
7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Cross References

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

Interrogations and Searches

In accordance with the School Security Act of 1981 all procedures identified in board policy will apply to interrogations and searches.

In addition, the school system and law enforcement will collaborate to train administrators on the policies and procedures in place and enforcing policy 6.303. The school system will provide notice regarding interrogations and searches to the public through the publication of policies online and in student handbooks.

Metal Detectors

Hickman County Schools authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action.

The Hickman County Alternative Schools use hand-held detectors for each student that enters the classrooms. This is a precautionary measure to ensure the safety of students and staff.

Purpose:

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

Goals:

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

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

Definition of Bullying Bullying/Intimidation/Harassment

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

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

Crucial Factors to Combat Bullying

1. Awareness and involvement on the part of adults, with regards to bully-victim problems.
2. Survey of bully/victim problems to determine the scope of the problem in each school.
3. School assemblies regarding bully/victim problems.
4. Appropriate supervision during recess, lunch time and changing of classes by adult staff.
5. Consistent and immediate consequences for aggressive behavior.
6. Implementation of SWPBS (School Wide Positive Behavior Supports) for each school.
7. Specific class rules against bullying.
8. Unit of studying on bullying completed through the guidance departments.
9. Serious individual talks with bullies and with victims.

10. Serious talks with parents of bullies and victims.
11. Involving the school leadership team to discuss ways to include in SIP.
12. A curriculum which promotes communication, friendship and assertive skills such as the bucket filler method.
13. Improved communication among administrators, teachers, parents and staff.
14. Listening respectfully to bullying concerns raised by student, parents and staff.
15. Avoidance of sex-role stereotyping. (e.g. males need to be strong and tough).
16. Avoidance of competitiveness for academic and social/emotional activities.
17. Use of classmates to help alleviate the plight of victims and include them in group activities.

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

Staff Responsibilities

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

[Complaint Register form](#)

[Discrimination Report form](#)

[Parent Harassment form](#)

[Appeals Form](#)

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CES

Proposed fundraising activities: Kona Ice Truck

Purposed Uses of funds raised playground / recess supplies

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

Method by which school will receive profit Kona Ice will write Ces a check.

Requested by Shelda Judd/AP Date 3-7-23
Name/Title

Approved by Jennifer Hudson Date 3-7-23
Principal

Approved by Michelle Gilbert Date 3/7/23
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Beta Club

Proposed fundraising activities: Concessions for 6th, 7th, + 8th
field days in May

Purposed Uses of funds raised
service projects/reduce the cost of Beta Convention
in the fall

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

Method by which school will receive profit cash deposit

Requested by Faith Tanner/Sponsor Date 03/08/23
Name/Title

Approved by Jina S. Higgins Date 3-8-23
Principal

Approved by Michelle Hevert Date 3/10/23
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cosmetology EHS

Proposed fundraising activities: Selling chocolate / gummy bears from Signature Chocolates

Purposed Uses of funds raised buy supplies for salon

If approved would like ~~when~~ april 13-14

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

Cosmetology Students

Method by which school will receive profit We are charged discount rate /
When we sell items we receive cash profit / 30 days to pay P.O to company

Requested by Emily Cross / Cosmetology Date 3/9/23
Name/Title Teacher

Approved by [Signature] Date 3/10/23
Principal

Approved by [Signature] Date 3/13/23
Director of Schools*

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

please follow nutrition guidelines in policy 3.500

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHHS Cheerleading

Account Number _____

Proposed fundraising activities: "Sponsor my uniform" Flyer March 24th - April 12th

Purposed Uses of funds raised: to raise money for uniforms and camp wear for each girl for football & basketball seasons

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

Method by which school will receive profit: Cash & check

Requested by: Andrew Jenkins / Head Coach 3/6/23
Name/Title Date

Acknowledge by: _____
Bookkeeper Date

Approved by: [Signature] 3/13/23
Principal Date

Approved by: Michelle Hebert 3/14/23
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name EHS Cheerleading

Account Number _____

Proposed fundraising activities: calendar flyer April 15th - May 10th

Purposed Uses of funds raised: each cheerleader will raise the money to cover their cost of attending cheer camp @ wt Martin

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

Method by which school will receive profit: Cash / check

Requested by: Audrey Jenkins / Head Coach 3/14/23
Name/Title Date

Acknowledge by: _____
Bookkeeper Date

Approved by: Kimberly Williams 3/13/23
Principal Date

Approved by: Michelle Gilbert _____
Director of Schools* Date

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HOSA

Proposed fundraising activities: HOSA Alumni Luncheon

April 29th @ 5:00

Purposed Uses of funds raised
Funds for HOSA competitions - fees, hotel, and transportation

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

HOSA members

Method by which school will receive profit thru sales

Requested by Libby Betts / HOSA Advisor Date 1-12-23
Name/Title

Approved by [Signature] Date 1/12/23
Principal

Approved by Michelle Gilbert Date 3/15/23
Director of Schools*

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

received 3/13/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name AHS Boys/Girls Track & Field

Proposed fundraising activities: Sign Fundraiser

Picture Collage

Purposed Uses of funds raised Track Fees, Track gear,

Travel, Snacks, Track Spikes

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

Track Team (local buisnesses)

Method by which school will receive profit Check or Cash

Requested by Gavin Gordan Coach
D.J. Key A.D Date 3-8-23
Name/Title Coach

Approved by [Signature] Date 3/8/23
Principal

Approved by Michelle Hevert Date 3/9/23
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCHS Football - TRACK

Proposed fundraising activities: Card sale : ONLINE Donation

Purposed Uses of funds raised
Field Maintenance

Track gear

recieve
a portion
of fees
or cards sold

Helmet Reconditioning

Track fees

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

Football Team - TRACK TEAM

Method by which school will receive profit Check from Company

Requested by [Signature] Name/Title [Signature] Date 3-7-23

Approved by [Signature] Principal Date 3/7/23

[Signature] Date 3/8/23
Director of Schools*

Principals must approve all fundraising activities that involve the participation of the entire student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HETS Cosmetology

Proposed fundraising activities: Selling chocolate, gummy worms
(signature chocolates)

Purposed Uses of funds raised to buy salon supplies

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

Cosmetology students 20-30 students

Method by which school will receive profit We order candy and
have 30 days to pay invoice -

Requested by Emily Lion, Cosmetology Trainee Date 3/13/23
Name/Title

Approved by [Signature] Date 3/13/23
Principal

Approved by Michelle Hebert Date 3/17/23
Director of Schools*

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

- * please follow nutrition policy guidelines
- * can start after board^{A-2} packet publication

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name EHS Fundraising

Proposed fundraising activities: Spring Carnival on April 22, 2023

Purposed Uses of funds raised

GYM mats, new sound system / speaker, new microphone,

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

School-wide

Method by which school will receive profit We will sell tickets, BBQ sandwiches, & silent auction.

~~Requested by~~ Family Invol. Committee

Requested by Penny Wilson
Name/Title

Date 3/1/23

Approved by Lizha Coble
Principal

Date 3/1/23

Approved by Michelle Gilbert
Director of Schools*

Date 3/7/23

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name E.H.M.S. Cheer

Proposed fundraising activities: "sponsor my uniform"

Purposed Uses of funds raised to purchase new uniform and sideline materials

Expected student involvement (school-wide or specific school organization) E.H.M.S. Cheer

Method by which school will receive profit cash/check

Requested by Lizi Broyles/cheer coach
Name/Title

Date 3/14/23

Approved by [Signature]
Principal

Date 3/17/23

Approved by Michelle Hewitt
Director of Schools*

Date 3/23/23

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Student Council

Proposed fundraising activities: field day shirts
sell April 10 - 21st

Purposed Uses of funds raised
Teacher Appreciation Week

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

Method by which school will receive profit Cash

Requested by Beth Coplin Spence Date 4/3/23
Name/Title

Approved by Jina S. Higgins Date 4/3/23
Principal

Approved by Michelle Heint Date 4/3/23
Director of Schools*

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