

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 10, 2023

The Hickman county Board of Education met on July 10, 2023, at 7:00 PM in Room 203 Central Office.

Present: Sherri Baker, Ronald Gammons, Tim Hobbs, Jim Hudgins, Doug Lane, Christy Mays, Vance Willis.

John Mullins, Superintendent

Absent: Jim Hudgins.

John Mullins, Superintendent

- I. Public Comment
- II. Call To Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of May 8, 2023 Amended Board Meeting Minutes
- VI. Approval of June 5, 2023 Regular Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month
 - B. District Championship Recognition
- IX. Communications to the Board
 - A. Director's Report
 - B. Financial Report
 - C. ESSER Updates
 - D. 2022-2023 CivilRights Report
 - E. HCHS JROTC Informational Brief
- X. Items Requiring Board Action
 - A. Budget Amendments
 - B. Close Out Budget Amendments
 - C. Consent Agenda Items
 - D. School Board Attorney
 - E. 2023-2024 School Fees

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 10, 2023

- F. 2023-2024 School Nutrition Fees
- G. Medical Insurance for Board Members
- H. 2023-2024 Discipline Hearing Authority
- I. 2023-2024 Salary Schedules and Pay Scales
- J. Revised Board Policies - 1.102, 1.106, 1.400, 1.402, 3.202,
3.204, 3.205, 4.204, 4.300, 6.4001, 6.402, 4.403, 5.106, 5.119,
5.305, 5.307, 5.600, 6.200, 6.202, 6.313, 6.309, 6.314,
6.319 (1st Reading)
- K. Revised Board Policies - 3.218.2, 6.319 (2nd Reading)
- L. Board Policy Review - 6.409--2.900
- XI. Announcements
- XII. Adjourn

Monday, May 8, 2023
SPECIAL CALLED BOARD MEETING MINUTES

The Hickman County Board of Education met in a special called meeting on Monday, May 8, 2023, at 6:30 p.m. in Room 203 of the Central Office. School board members in attendance were Tim Hobbs, Sherri Baker, Ron Gammons, Doug Lane, and Christy Mays. Jim Hudgins and Vance Willis were absent from the meeting.

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. Sherri Baker seconded the motion. The Hickman County Board of Education will meet in a special called session on Monday, May 8, 2023, at 6:30 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Board Policy 2.804--Director of Schools
 - C. 2023-2024 141, 143 Budgets--Director of Schools
- VI. Announcements
- VII. Adjourn

On a voice vote, the motion was approved 5-0-2.

Ron Gammons made a motion to approve budget amendment 33. Christy Mays seconded the motion.

<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 5-0-0-2.

Sherri Baker made a motion to strike from board policy 2.804 "salary and other benefits shall be determined by the county commission" and to approve amended board policy 2.804 on first reading and waive second reading. 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 5-0-0-2.

Ron Gammons made a motion to approve the 2023-2024 141 budget. Doug Lane seconded the motion.

Ron Gammons made a motion to increase line 131, medical personnel, to \$360,000. Tim Hobbs seconded the motion.

Aye _____ Nay _____ Pass _____ Absent _____

Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to increase line 141-71100-189 to \$405,000 to include funding for a finder's fee. Sherri Baker seconded the motion.

Aye _____ Nay _____ Pass _____ Absent _____

Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to compensate Hickman County School Board members at the same rate as the Hickman County Legislative body effective July 1, 2023, and \$16,800 be placed in the 2023-2024 school budget on line item 72130-191 and an appropriate amount placed in all other line items (i.e. 201 social security). Payment will be made monthly. Anyone desiring to continue pay at current rate equal to or below the Hickman County Legislative Body may choose to decline compensation provided the board member shall not receive less than four dollars (\$4.00) per day for the member's services. Sherri Baker seconded the motion.

Aye _____ Nay _____ Pass _____ Absent _____

Sherri Baker
Ron Gammons
Tim Hobbs

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

Ron Gammons made a motion to provide school board board members paid (health insurance only) and add a line item 207. Members may decline enrollment.

<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 failed 3-2-0-2.

Ron Gammons made a motion to add line item 355 travel with \$5,000.00 in the item. Travel will be considered reimbursement instead of income. Travel vouchers will be required by board members for travel to different schools for the meeting locations. Board Chair may file travel for each trip required for extra duties. Doug Lane seconded the motion.

<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 5-0-0-2.

Sherri Baker made a motion to include full-time non-certified employees who have completed 12 months of employment with the Hickman County Board of Education that participates in the plan and work a minimum of 25 hours per week be provided health insurance at the single rate paid by Hickman County Board of Education. Ron Gammons seconded the motion.

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

Jim Hudgins

Doug Lane
Christy Mays

Vance Willis

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

After discussion, a roll call vote was taken on the revised 141 2023-2024 budget from the original 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 5-0-0-2.

Tim Hobbs made a motion to approve the 2023-2024 143 budget. Ron Gammons seconded the motion.

Ron Gammons made a motion to increase 73100-207 by \$80,000 to \$135,000. Sherri Baker 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 5-0-0-2.

Ron Gammons made a motion to increase 47-113 by \$40,000 to \$540,000 and 43521 to \$540,000. Tim Hobbs 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 5-0-0-2.

After discussion, a roll call vote was taken on the revised 2023-2024 143 budget from the original 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 5-0-0-2.

Doug Lane made a motion to adjourn the meeting. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0. The meeting was adjourned at 8:45 p.m.

Monday, June 5, 2023
BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session at 7:00 p.m. on Monday, June 5, 2023, in Room 203 of the Central Office building. School board members in attendance at the meeting were Tim Hobbs, Sherri Baker, Ron Gammons, Jim Hudgins, Doug Lane, Christy Mays, and Vance Willis.

No citizens requested to make public comments to the Board of Education.

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

Ron Gammons led the group in the Pledge of Allegiance.

Doug Lane made a motion to approve the minutes from the meeting held on Monday, May 1, 2023. Christy Mays seconded the motion. On a voice vote, the motion was approved 7-0.

Ron Gammons made a motion to amend the minutes from May 8, 2023 to add discussion and more detail. The following was presented: The minutes of May 8th are vague and incorrect. Mrs. Mays motion DID NOT use the word "raise" as the minutes indicates. Nowhere in the motion did it indicate for the "Base Salary Schedule" (sometimes referred to as the BEP salary schedule) to be altered to reflect a 6% increase for certified licensed personnel; moreover, the motion was intended for certified licensed personnel to ONLY receive a 6% increase to each individual current wages for the 2023-2024 school year. The motion also intended for the non-certified personnel which includes but not limited to transportation, food service, educational assistants, office personnel, maintenance, etc (excluding Director's of said Departments) to receive a \$3,000 pay increase on each individual's current wages in addition to making medical benefits available and the Board will pay for the medical insurance for all non-certified employees if the non-certified employee chooses to partake of this benefit. The motion further intended for the Non-Certified "Base Salary" schedule(s) to reflect the \$3,000 increase one time to begin July 1, 2023. This \$3,000 "Base Schedule" change will remain at this amount until the Board makes future changes.

Let the minutes reflect the Board's motion intent of the May 8, 2023, special called budget meeting and to be revised as stated above and to be presented at the July 2023 regular board meeting for approval.

Christy Mays seconded the motion. On a voice vote, the motion was approved 6-0-1-0. Vance Willis passed on the motion.

Ron Gammons made a motion to approve the amended minutes. Sherri Baker seconded the motion. On a voice vote, the motion was approved 6-0-1-0. Vance Willis passed on the motion.

Doug Lane made a motion to approve the minutes from the meeting held on May 30, 2023. Ron Gammons seconded the motion. On a voice vote, the motion was approved 5-0-2-0. Christy Mays and Vance Willis passed on the motion.

Ron Gammons made a motion to approve the June 5, 2023, board meeting agenda. Doug Lane seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, June 5, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m.

- I. Public Comment
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of May 1, 2023 Regular Board Meeting Minutes
- VI. Approval of May 8, 2023 Special Called Board Meeting Minutes
- VII. Approval of May 30, 2023 Special Called Board Meeting Minutes
- VIII. Approval of Agenda
- IX. Special Recognition
 - A. Employee of the Month--Doug Lane
 - B. Student Recognition--Jim Hudgins
 - C. Employee of the Year--Sherri Baker
 - D. Friend of Education--Ron Gammons
 - E. District Championship Recognition--Christy Mays
 - F. State Level Competitor Recognition--Vance Willis
- X. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Manager
 - D. Family Resource Centers Year End Report--Family Resource Centers Directors
 - E. Summer Learning Plan--Director of Schools
- XI. Items Requiring Board Action
 - A. Event Request
 1. HCHS JROTC--Instructor and Cadets
 - B. Board Meeting Schedule for 2023-2024--Director of Schools
 - C. Annual Agenda for 2023-2024--Director of Schools
 - D. ESSER Plan Revisions--Director of Schools
 - E. Recommendations for Tenure--Director of Accountability
 - F. Budget Amendments--Business Officer
 - G. Resolution to Grant Authority to Designate Reserves--Director of Schools
 - H. Grant Executive Committee Authority to Close Out Fiscal Year--Director of Schools
 - I. School Board Attorney--Director of Schools
 - J. 2023-2024 142 Federal Budget--Business Officer and Federal Programs Director
 - K. 2023-2024 Differentiated Pay Plan--Director of Schools

- L. 2023-2024 Salary Schedules and Pay Scales--Director of Schools
- M. Personnel Decisions--Director of Schools
- N. TSSE Membership Dues--Director of Schools
- O. Partial Re-Roof at EHIS and CIS--Director of Schools
- P. Wheelchair Lift for HCBOE Complex--Director of Schools
- Q. Fuel Management Equipment--Transportation Director
- R. 2023-2024 Centerville Municipal Golf Course MOU--Director of Schools
- S. Student Representatives on School Board--Sherri Baker
- T. Pre-K Textbook Approval--Director of Accountability
- U. Revised Board Policy 6.319 - (1st Reading)--Director of Accountability
- V. Revised Board Policy 3.218.2 - (2nd Reading)--Director of Accountability
- W. Board Policy Review 6.400--6.4081 --Director of Accountability
- X. Copy Machine Lease Agreement--Business Officer
- Y. ESSER Project Replacement Doors and Windows--ESSER Manager
- Z. EnTech Contract--Business Officer
- AA. School Lunch Charges--Business Officer
- BB. Board Policy 3.600--Director of Schools

XII. Announcements

XIII. Adjourn

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

Maryanne Opperman, an educational assistant from EHES, was recognized as Employee of the Month.

Students scoring 29 and above on the ACT were recognized from EHHS and HCHS.

Kay Treadwell, an employee in School Nutrition, was recognized as the Employee of the Year.

Ascension St. Thomas Hickman was recognized as the Friend of Education.

The HCMS boys basketball team was recognized for winning the area tournament championship.

Daniel McGuire, a student-athlete from EHHS, was recognized as a state champion in track and field.

Doug Lane made a motion to accept the Director's Report. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to accept the financial report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The ESSER grant manager presented updates to the Board of Education.

Ron Gammons made a motion to accept the Family Resource Center End of Year Reports. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

The Director of Schools presented the Summer Learning Plan for Hickman County Schools to the Board of Education.

Ron Gammons made a motion to approve the JROTC Raider Meet on September 2, 2023, from 7:00 a.m. until 5:00 p.m. on the campus of Hickman County High School. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to amend the board meeting schedule to drop the work session in September and make it a regular board meeting. 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 the meeting schedule. Christy Mays seconded the motion.

2023-2024
Hickman County Board of Education Meeting Dates
July 10, 2023
August 7, 2023
September 19, 2023
October 2, 2023
November 6, 2023
December 4, 2023
January 8, 2024
February 5, 2024
March 4, 2024
April 1, 2024
May 6, 2024
June 3, 2024

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

Ron Gammons made a motion to amend the October election to September to comply with Board Policy 1.200. Vance Willis seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the amended annual agenda. Sherri Baker seconded the motion.

Hickman County Board of Education
Annual Agenda 2023-2024

July 2023

Work Session	Board Meeting
Board Policy Review	Student Discipline Hearing Authority Designation
	Approval of School Fees
	Board Policy Review
	Bullying and Harassment Report to Board

August 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review

September 2023

Work Session	Board Meeting
Strategic Plan and Goals	Election of Officers of the Board

October 2023

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

November 2023

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

December 2023

Work Session	Board Meeting
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January 2024

Work Session	Board Meeting
Set Date(s) for Board Retreat	Board Policy Review
Board Policy Review	

February 2024

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2024-2025 Budget Discussion	2022-2023 Budget Calendar

March 2024

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2024-2025 Budget Discussion	Set Attendance Zones

April 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review
2024-2025 Budget Discussion	Textbook Adoption Approval

May 2023

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Tuition Rate Approval for Out of County Students
	Teacher Tenure
2024-2025 Budget	2024-2025 Budget (141, 142, 143)
	Authorize Superintendent to Submit Grants, Applications, Reports, Amendments, and Addenda
	Recognize Teachers of the Year

June 2024

Work Session	Board Meeting
Board Policy Review	Board Policy Review
	Personnel Decisions and Placement
Annual Agenda	Annual Agenda
Meeting Schedule 2024-2025	Adopt Board Meeting Schedule 2024-2025
	Annual Budget 2024-2025 (if needed)
	Grant Executive Committee authority to close out fiscal year
	Recognize Employee of the Year and Friend of Education

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

Vance Willis made a motion to approve the recommendations for tenure. Ron Gammons seconded the motion.

Elizabeth Odom

Ashley Wenner

Rachel Smith

Brandy Mayberry

Sandie Luna

Sarah Booker

Dereck Hale

Sandra Pape

Chenille Bonin

Suzanne Lewis*

Justin Warren

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

Doug Lane made a motion to approve budget amendments 34-36. 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.

Vance Willis made a motion to grant the executive committee, with guidance from our state financial consultant, business officer, and finance office director and assistant director close out the financial books, including budget amendments. All members will be provided with a report at the next board meeting. 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.

Vance Willis made a motion to approve and grant the authority to designate reserves. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to approve the 2023-2024 142 budget placeholders. Christy Mays seconded the motion.

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 Foam-Crete roofing bid for a combined bid of \$230,000.00. 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 replace the wheel chair lift replacement at the central office. Jim Hudgins seconded the motion. During discussion, Ron Gammons made a motion to recognize Mr. John Mullins to speak to the Board. It was seconded by Vance Willis.

<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 original motion failed 3-3-1-0.

No bids were received for the fuel management equipment. Steven George reported that he would request quotes and come back to the Board of Education.

Vance Willis made a motion to approve the Centerville Municipal Golf Course MOU. 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 student representatives on the school board will be discussed at the July meeting.

Vance Willis made a motion to approve the Pre-K textbook adoption of Connect 4 Learning.
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 add grades 1-12 to board policy 6.319. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to post the second reading of board policy 3.218.2 until changes are made. 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 6.400-6.4081. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Doug Lane made a motion to approve the copy machine lease agreement. 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
Jim Hudgins
Doug Lane
Christy Mays
Vance Willis

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

Christy Mays made a motion to approve the quotes for the ESSER Replacement Doors and windows for 3 schools only. 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 en-Tech contract. Christy Mays seconded the motion.

<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.

Jim Hudgins made a motion to approve the central office reimbursement to schools for the charges made for school lunch. Doug Lane seconded the motion.

<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.

Sherri Baker made a motion to amend board policy 3.600, Line 12, to remove "full time" to leave all employees and waive 2nd reading. Ron Gammons seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

Sherri Baker made a motion to amend board policy 5.102 and strike sentence in line 27-28 and waive second reading. On a voice vote, the motion was approved 7-0-0-0.

Sherri Baker made a motion to approve resolution 23-02. Ron Gammons seconded the motion.
Resolution 23-02

Hickman County Schools

The undersigned, being all of the members of the Hickman County Board of Education, hereby adopt the following resolutions by unanimous consent and direct that this Resolution be entered in the minute books.

WHEREAS, the Board recognizes that bus drivers, cafeteria workers, and support staff are an essential part of the school system; and

WHEREAS, the Board recognizes the difficulty in finding and training employees to fill these positions; and

WHEREAS, the Board wishes to retain these employees by offering retirement, health, and other benefits; and

WHEREAS, the Board desires to allow its bus drivers, cafeteria employees, and other support staff who work at least 25 hours per week to continue to participate in the Local Education Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Hickman County Board of Education does hereby request that Benefits Administration retain on the state-sponsored insurance plan those employees who work at least 25 hours per week and have been employed by the Board at least twelve (12) months.

BE IT FURTHER RESOLVED, that the Hickman County Board of Education does hereby request that Benefits Administration retain on the state-sponsored insurance plan those employees who work at least 25 hours per week and have been employed by the Board at least twelve (12) months.

BE IT FURTHER RESOLVED, that the Hickman County Board of Education will continue its monetary support of these employees.

IN WITNESS WHEREOF, the undersigned, as chairman of the Hickman County Board of Education, has executed this Resolution effective as of July 1, 2023.

Printed Name/Signature

Chairman, Hickman County Board of Education
On a voice vote, the motion was approved 7-0-0-0.

Ron Gammons made a motion to send the resolution to the County Commission and add amendment from the state. Sherri Baker seconded the motion. On a voice vote, the motion was approved 7-0-0-0.

During the announcements, Michelle Gilbert read a statement of thanks to the Board of Education and the crowd in attendance.

Ron Gammons made a motion to add the letter in the minutes. Sherri Baker seconded the motion.

I wanted to take a few moments to express my gratitude and appreciation for the opportunity that the Board of Education has provided me over the course of the last seven years.

During my time as Director of Schools, I have been blessed and fortunate to work with some of the most dedicated, hard-working, and skilled educators in our profession. As a team, we have made it our priority and mission to make educational decisions that are best for the students, employees, and community that we serve.

We have been able to provide opportunities that were previously unavailable for our students and families. Students in Hickman County can now obtain 24 hours of college credit during high school and have the opportunity to pursue over 15 programs of study with industry credentials before they graduate. We have renewed a sense of community and work ethic through our Give Back initiatives and our work ethic distinction programs.

We have been able to make instructional shifts in our lower grades that have produced results that place Hickman County in the top third of the state of Tennessee in third grade reading results.

I am extremely proud of our educators, support staff, and community for working together to maintain and provide consistency as we navigated the unknowns of a pandemic and provided support for our students and their families.

From late night/early morning road condition checks to flooding to opening schools without potable water, there was never a time where it was considered dull or boring.

I have thoroughly enjoyed every second of watching your children perform in plays, play in the band, represent our schools on the athletic field, and applaud their awards and efforts. As I complete the final board meeting of my tenure, I am grateful and thankful for the opportunity to serve as a leader in this school system. It is a bittersweet moment for me, and I thank you from the bottom of my heart for the support you have shown me.

I love Hickman County, and I wish our schools and community all of the best success in the future.

Sincerely,

Michelle Gilbert

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

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

The meeting was adjourned at 9:06 p.m.

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



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

CHRISTY MAYS
450 Hwy. 50, Centerville, TN 37033

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

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

The Hickman County Board of Education will meet in regular session on Monday, July 10, 2023, at 7:00 p.m. in Room 203 of the Hickman County Board of Education Central Office. A work session will be held in Room 203 at 6:00 p.m. Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. The sign-up sheet will be available from 6:00-7:00 p.m.

- I. Public Comment
- II. Call to Order
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Approval of May 8, 2023 Amended Board Meeting Minutes
- VI. Approval of June 5, 2023 Board Meeting Minutes
- VII. Approval of Agenda
- VIII. Special Recognition
 - A. Employee of the Month--Tim Hobbs
 - B. District Championship Recognition--Jim Hudgins
- IX. Communications to the Board
 - A. Director's Report--Director of Schools
 - B. Financial Report--Business Officer
 - C. ESSER Updates--ESSER Manager
 - D. 2022-2023 Civil Rights Report--Misty Shelton
 - E. HCHS JROTC Informational Brief - 1SG Scott Riley
- X. Items Requiring Board Action
 - A. Budget Amendments--Business Officer
 - B. Close Out Budget Amendments--Business Officer
 - C. Consent Agenda Items--Business Officer
 - D. School Board Attorney--Director of Schools
 - E. 2023-2024 School Fees--Director of Schools
 - F. 2023-2024 School Nutrition Fees--School Nutrition Coordinator and Business Officer
 - G. Medical Insurance for Board Members--Director of Schools
 - H. 2023-2024 Discipline Hearing Authority--Director of Schools
 - I. 2023-2024 Salary Schedules and Pay Scales--Business Officer

- J. Revised Board Policies - 1.102, 1.106, 1.400, 1.402, 3.202, 3.204, 3.205, 4.204, 4.300, 6.4001, 6.402, 4.403, 5.106, 5.119, 5.305, 5.307, 5.600, 6.200, 6.202, 6.313, 6.309, 6.314, 6.319 (1st Reading) –Misty Shelton
- K. Revised Board Policies - 3.218.2, 6.319 (2nd Reading)--Misty Shelton
- L. Board Policy Review - 6.409–2.900–Misty Shelton

XI. Announcements

XII. Adjourn

DOUG LANE
2059 Lake Drive, Centerville, TN 37033

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

Memorandum

To: Board Members
From: John Mullins
Date: 7/3/2023
Re: July Director's Report

Hiring

Professional

Jillian Estes
Lauren McDonald
Victoria Bell
Madison Vivrett
Logan Campbell
Kenneth Castillo
Sam McGreevy
Brandon Crabtree
Abigail Loveless
Elizabeth Campbell
Scott Tays

HCHS Biology
CES 1st Grade Teacher
HCHS 9-12 ELA
CES 1st Grade Teacher
HCHS Biology
HCHS 9-12 Sp Ed
EHMS 7th ELA
EHMS 8th Science Interim
HCMS 6th Grade ELA
HCMS 8th Grade Science
EHMS 6th Grade Science

Support Staff

Teresa Jenkins
Gia Lawrence
Tanika Gaspard
Maty Hunt
Valerie Totty

CES Sp Ed Pre-K Assistant
CIS Sp Ed Assistant
CES Secretary
CES Grow Your Own Assistant
CES Grow Your Own Assistant

Resignation

Professional

Shawnee Stewart
Brittany Gilbert
Michael Beem
Will Kapke
Mandy Tidwell
Bryan Anglin

CES 1st Grade
EHHS Guidance
Student Support Supervisor
HCHS Math & Baseball Coach
EHES Job Share
EHMS Principal

Support Staff

Mollie Clark

EHHS Bookkeeper

Retirement

Professional

Support Staff

Transfers

Professional

Shannon Tays
Robyn Emerson
Catherine Shelby

HCMS Sp Ed to EHMS Sp Ed
EHHS Teacher to HCHS Asst. Principal
HCHS Guidance to EHES Guidance

Support Staff

Jackie Bishop
Cookie Mays
Chelsea Anglin
Pam Parra
Brandy Wesbrooks

CIS PT ESSER to CIS Sp Ed Assistant
CES Sp Ed to CES Pre-K
CES Pre-K to CES Sp Ed
CES Sp Ed to CES Pre-K
CIS Sp Ed Asst to CIS Gen Ed Asst

Appointment

Professional

Support Staff

Open Positions

Principal
Bus Drivers
3 Special Education Positions
2 Secondary Math Positions
2 Secondary Science Positions
1 K-5 Position
1 Intervention Position
2 Behavior Support Positions
1 Spanish Position

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

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	(3,144,195.95)	106.46 %	246,123.33	(16,150.20)	6.56 %
40120	Trustee's Collections - Prior Year	80,000.00	(62,280.84)	77.85 %	6,666.67	(470.98)	7.06 %
40125	Trustee's Collections - Bankruptcy	0.00	(640.89)	0.00 %	0.00	(6.79)	0.00 %
40130	Cir Clk/Clk & Master Collections-Pr Yr	45,000.00	(31,146.88)	69.22 %	3,750.00	(4,056.20)	108.17 %
40140	Interest And Penalty	21,000.00	(13,903.16)	66.21 %	1,750.00	(962.14)	54.98 %
40161	Payments In Lieu Of Taxes - T. V. A.	4,000.00	(3,494.71)	87.37 %	333.33	(536.72)	161.02 %
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	(2,630,128.65)	111.92 %	195,833.33	(238,685.40)	121.88 %
40270	Business Tax	30,000.00	(45,708.73)	152.36 %	2,500.00	(9,002.26)	360.09 %
41110	Marriage Licenses	1,300.00	(1,548.50)	119.12 %	108.33	(190.00)	175.38 %
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	(21,595.39)	71.98 %	2,500.00	(6,079.12)	243.16 %
43582	Community Service Fees - Adults	200.00	(244.28)	122.14 %	16.67	(70.00)	420.00 %
44120	Lease/Rentals	10,000.00	(9,258.47)	92.58 %	833.33	0.00	0.00 %
44170	Miscellaneous Refunds	30,000.00	(68,956.75)	229.86 %	2,500.00	(43.19)	1.73 %
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	(1,324.48)	44.15 %	250.00	0.00	0.00 %
44570	Contributions & Gifts	15,000.00	(11,657.00)	77.71 %	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	(22,727,303.39)	98.68 %	1,919,250.00	(1,753,812.84)	91.38 %
46515	Early Childhood Education	417,796.00	(415,873.86)	99.54 %	34,816.33	(157,190.20)	451.48 %
46520	School Food Service	22,000.00	0.00	0.00 %	1,833.33	0.00	0.00 %
46550	Driver Education	5,000.00	(828.38)	16.57 %	416.67	0.00	0.00 %
46590	Other State Education Funds	625,205.72	0.00	0.00 %	52,100.48	0.00	0.00 %
46591	Coordinated School Health	90,000.00	(90,000.00)	100.00 %	7,500.00	(90,000.00)	1,200.00 %
46594	Family Resource Centers	59,223.00	(59,223.30)	100.00 %	4,935.25	0.00	0.00 %
46610	Career Ladder Program	45,000.00	(52,176.64)	115.95 %	3,750.00	0.00	0.00 %
46851	State Revenue Sharing -T.V.A.	240,000.00	(227,133.21)	94.64 %	20,000.00	(56,783.31)	283.92 %
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	(43,000.00)	49.68 %	7,213.33	(43,000.00)	596.12 %
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	(39,765.70)	56.81 %	5,833.33	(3,306.74)	56.69 %
48610	Donations	198,000.00	(198,000.00)	100.00 %	16,500.00	0.00	0.00 %
48990	Other	330,223.52	(197,892.50)	59.93 %	27,518.63	(30,923.34)	112.37 %
49700	Insurance Recovery	258,980.12	(193,593.64)	74.75 %	21,581.68	0.00	0.00 %
49800	Transfers In	25,000.00	(8,258.91)	33.04 %	2,083.33	(8,258.91)	396.43 %

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	31,245,126.36	(30,411,123.76)	97.33 %	2,603,760.53	(2,419,528.34)	92.92 %
Expenditures							
71100	Regular Instruction Program	(15,589,345.10)	13,913,362.96	89.25 %	(1,299,112.09)	470,282.09	36.20 %
71150	Alternative Instruction Program	(238,087.00)	190,225.14	79.90 %	(19,840.58)	57,763.80	291.14 %
71200	Special Education Program	(3,329,017.00)	3,156,710.15	94.82 %	(277,418.08)	928,779.75	334.79 %
71300	Career and Technical Education	(1,335,400.00)	1,060,892.24	79.44 %	(111,283.33)	298,079.81	267.86 %
72110	Attendance	(180,519.00)	157,007.71	86.98 %	(15,043.25)	32,538.47	216.30 %
72120	Health Services	(390,722.00)	388,924.40	99.54 %	(32,560.17)	85,677.64	263.14 %
72130	Other Student Support	(1,087,944.40)	944,103.84	86.78 %	(90,662.03)	346,667.52	382.37 %
72210	Regular Instruction Program	(1,423,844.20)	1,261,747.96	88.62 %	(118,653.68)	393,566.94	331.69 %
72220	Special Education Program	(125,050.00)	108,514.98	86.78 %	(10,420.83)	20,123.82	193.11 %
72230	Career and Technical Education	(306,404.52)	193,953.58	63.30 %	(25,533.71)	29,352.26	114.95 %
72250	Technology	(511,826.00)	320,605.52	62.64 %	(42,652.17)	20,687.05	48.50 %
72290	Other Programs	(35,000.00)	20,490.15	58.54 %	(2,916.67)	0.00	0.00 %
72310	Board Of Education	(684,913.00)	494,585.22	72.21 %	(57,076.08)	26,439.56	46.32 %
72320	Director Of Schools	(318,553.00)	293,815.51	92.23 %	(26,546.08)	56,902.36	214.35 %
72410	Office Of The Principal	(1,923,819.00)	1,793,065.11	93.20 %	(160,318.25)	446,665.21	278.61 %
72510	Fiscal Services	(50,000.00)	45,000.00	90.00 %	(4,166.67)	0.00	0.00 %
72610	Operation Of Plant	(2,433,500.00)	2,230,260.71	91.65 %	(202,791.67)	87,931.00	43.36 %
72620	Maintenance Of Plant	(1,673,050.12)	1,232,401.77	73.66 %	(139,420.84)	67,815.81	48.64 %
72710	Transportation	(2,464,561.47)	1,980,535.31	80.36 %	(205,380.12)	301,866.63	146.98 %
72810	Central And Other	(455,883.00)	213,618.66	46.86 %	(37,990.25)	131,214.35	345.39 %
73100	Food Service	(73,338.55)	58,263.48	79.44 %	(6,111.55)	58,263.48	953.33 %
73300	Community Services	(143,813.00)	137,704.32	95.75 %	(11,984.42)	44,195.93	368.78 %
73400	Early Childhood Education	(494,196.00)	457,165.31	92.51 %	(41,183.00)	144,210.55	350.17 %
76100	Regular Capital Outlay	(690,000.00)	330,014.51	47.83 %	(57,500.00)	0.00	0.00 %
	Total Expenditures	(35,958,786.36)	30,982,968.54	86.16 %	(2,996,565.53)	4,049,024.03	135.12 %
Total	141 General Purpose School	(4,713,660.00)	571,844.78	12.13 %	(392,805.00)	1,629,495.69	414.84 %

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	(58,607.33)	77.09 %	6,335.46	(18,006.99)	284.23 %
47141	Title 1 Grants To Local Educ Agencies	1,139,705.53	(1,050,350.55)	92.16 %	94,975.46	(209,445.88)	220.53 %
47143	Special Education - Grants To States	1,166,398.51	(828,702.25)	71.05 %	97,199.88	(220,902.17)	227.27 %
47145	Special Education Preschool Grants	48,300.09	(26,677.69)	55.23 %	4,025.01	(8,274.08)	205.57 %
47146	English Language Acquisition Grants	(575.00)	(29,932.22)	-5,205.60 %	(47.92)	(1,341.20)	-2,799.03 %
47148	Rural Education	183,248.52	(52,223.60)	28.50 %	15,270.71	(3,850.23)	25.21 %
47189	Eisenhower Prof Development State	183,554.83	(163,434.58)	89.04 %	15,296.24	(37,548.94)	245.48 %
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	(1,689,294.44)	60.59 %	232,357.26	(636,771.63)	274.05 %
47309	COVID-19 Grant D	278,941.70	(98,416.51)	35.28 %	23,245.14	(8,916.51)	38.36 %
47401	American Rescue Plan Act Grant #1	7,382,066.63	(1,362,213.63)	18.45 %	615,172.22	(463,044.13)	75.27 %
47402	American Rescue Plan Act Grant #2	133,741.05	(74,658.33)	55.82 %	11,145.09	(29,187.46)	261.89 %
47403	American Rescue Plan Act Grant #3	11,038.16	(10,282.86)	93.16 %	919.85	0.00	0.00 %
47404	American Rescue Plan Act Grant #4	30,010.96	(10,765.00)	35.87 %	2,500.91	0.00	0.00 %
47590	Other Federal Through State	475,227.10	(270,919.65)	57.01 %	39,602.26	(42,409.09)	107.09 %
	Total Revenues	13,895,970.71	(5,726,478.64)	41.21 %	1,157,997.56	(1,679,698.31)	145.05 %
Expenditures							
71100	Regular Instruction Program	(4,371,600.55)	2,164,944.93	49.52 %	(364,300.05)	455,649.95	125.08 %
71150	Alternative Instruction Program	(45,571.84)	32,234.21	70.73 %	(3,797.65)	0.00	0.00 %
71200	Special Education Program	(924,160.56)	685,225.86	74.15 %	(77,013.38)	203,722.79	264.53 %
71300	Career and Technical Education	(116,798.20)	59,845.52	51.24 %	(9,733.18)	5,597.36	57.51 %
72110	Attendance	(83,198.38)	38,295.07	46.03 %	(6,933.20)	12,994.53	187.42 %
72120	Health Services	(62,920.36)	52,861.88	84.01 %	(5,243.36)	23,849.36	454.85 %
72130	Other Student Support	(612,088.76)	419,287.48	68.50 %	(51,007.40)	69,886.68	137.01 %
72210	Regular Instruction Program	(1,720,728.29)	934,264.98	54.29 %	(143,394.02)	200,461.36	139.80 %
72220	Special Education Program	(527,132.57)	402,799.87	76.41 %	(43,927.71)	96,421.17	219.50 %
72230	Career and Technical Education	(6,055.75)	1,015.10	16.76 %	(504.65)	781.92	154.94 %
72250	Technology	(153,320.40)	60,496.81	39.46 %	(12,776.70)	13,758.73	107.69 %
72610	Operation Of Plant	(1,132,612.53)	792,117.42	69.94 %	(94,384.38)	239,525.75	253.78 %
72710	Transportation	(10,500.00)	6,331.12	60.30 %	(875.00)	851.50	97.31 %
73100	Food Service	0.00	0.00	0.00 %	0.00	0.00	0.00 %
76100	Regular Capital Outlay	(4,121,023.61)	345,886.39	8.39 %	(343,418.63)	247,656.94	72.12 %
99100	Transfers Out	(8,258.91)	8,258.91	100.00 %	(688.24)	8,258.91	1,200.00 %
	Total Expenditures	(13,895,970.71)	6,003,865.55	43.21 %	(1,157,997.56)	1,579,416.95	136.39 %
Total	142 School Federal Projects	0.00	277,386.91	100.00 %	0.00	(100,281.36)	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	(351,383.32)	58.27 %	50,250.00	(10,078.06)	20.06 %
43522	Lunch Payments - Adults	75,000.00	(30,044.94)	40.06 %	6,250.00	(27.00)	0.43 %
43523	Income From Breakfast	55,000.00	(87,940.24)	159.89 %	4,583.33	0.00	0.00 %
43525	A La Carte Sales	175,000.00	(115,256.08)	65.86 %	14,583.33	(173.12)	1.19 %
43570	Receipts From Individual Schools	0.00	0.00	0.00 %	0.00	0.00	0.00 %
44110	Investment Income	0.00	(2,212.76)	0.00 %	0.00	(555.14)	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 %
46990	Other State Revenues	0.00	(396.53)	0.00 %	0.00	(396.53)	0.00 %
47111	USDA School Lunch Program	873,000.00	(1,029,596.82)	117.94 %	72,750.00	0.00	0.00 %
47113	Breakfast	540,000.00	(369,416.75)	68.41 %	45,000.00	0.00	0.00 %
47114	USDA - Other	172,227.76	(176,362.81)	102.40 %	14,352.31	0.00	0.00 %
	Total Revenues	2,493,227.76	(2,179,343.78)	87.41 %	207,768.98	(11,229.85)	5.40 %
Expenditures							
73100	Food Service	(2,955,751.76)	2,017,782.02	68.27 %	(246,312.65)	(233,663.62)	-94.86 %
	Total Expenditures	(2,955,751.76)	2,017,782.02	68.27 %	(246,312.65)	(233,663.62)	-94.86 %
Total	143 Central Cafeteria	(462,524.00)	(161,561.76)	-34.93 %	(38,543.67)	(244,893.47)	-635.37



Hickman County Schools Board Agenda Item Request

Date: _____ 6/21/2023 _____

Name of School: Central Office

Item Request: __2022-2023 Bullying and Civil Rights Compliance Report_____

Explanation:

Compiled data for the year representing all eight schools.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Misty Shelton

Signature of Building Principal:

Civil Rights and Bullying Compliance Trend Report

	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Total number of harassment, intimidation, bullying, or cyber-bullying cases brought to the attention of the school officials	13	31	33	38	47
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation indicated bullying occurred	12	24	27	14	24
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving race, color, or national origin	6	4	2	6	6
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving sex or gender-based discrimination	6	5	9	6	3
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving disability	0	2	0	0	1
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving the use of electronic technology	1	7	7	3	3
Total number of harassment, intimidation, bullying, or cyber-bullying cases, investigation not initiated within 48 hours, appropriate interventions not initiated within 20 days, or cases still pending	0	0	0	0	0

Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in any disciplinary action other than out-of-school suspension	10	21	30	35	44
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension less than 10 days	0	1	2	1	2
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension of 10 days or more	3	2	2	2	1



Hickman County Schools Board Agenda Item Request

Date: 25-Jul-22

Name of School: Hickman County High School

Item Requested: JROTC Recognition (Unit Report Presentation)

Explanation: HCHS JROTC request permission to provide a

a informational brief to Board Members on JROTC's past year performance. The brief will include

competitive events, service projects, and community impact.

Attachments (if necessary and appropriate):

HCHS JROTC Unit Report

Signature of Person requesting to be placed on the agenda:

Pamela Scott Riley 1st, USA

Signature of Building Principal

[Signature]

Hickman County Board of Education
 Budget Amendment No. 1
 General Purpose (Fund 141)
 July 10, 2023

Account	Description	Debit	Credit	Justification
46790 - -	Revenue	2,524,385.00		
71300 - 471 - ISM	Software		238,710.00	
71300 - 499 - ISM	Other Supplies & Materials		21,568.00	
71300 - 524 - ISM	Professional Development		34,400.00	
71300 - 730 - ISM	Vocational Instruction Equip		1,137,707.50	
72230 - 189 - ISM	Other Salaries & Wages		38,250.00	
72230 - 201 - ISM	Social Security		2,926.00	Innovative School Model Grant
72230 - 204 - ISM	State Retirement		3,959.00	
72230 - 207 - ISM	Medical Insurance		8,100.00	
72710 - 729 - ISM	Transportation Equipment		76,764.50	
76100 - 304 - ISM	Architect/Engineering Svc		97,072.00	
76100 - 706 - ISM	Building Construction		808,928.00	
76100 - 790 - ISM	Other Equipment		56,000.00	
39000 - -	Fund Balance	95,158.00		
72230 - 399 - SPRK	Other Contracted Services		5,000.00	Sparc Grant - Funds received in FY 23
72230 - 499 - SPRK	Other Supplies & Materials		42,700.00	
72230 - 790 - SPRK	Other Equipment		47,458.00	
72810 - 599 -	Other Charges	148,980.00		
72810 - 499 -	Other Supplies & Materials	15,000.00		Coding carryover funds for the Mobile Book Bus - Donation Provided in FY 2023
7810 - 499 - SS	Other Charges (SS)		13,727.75	
72810 - 599 - MBB	Other Charges (MBB)		150,252.25	
		\$2,783,523.00	\$ 2,783,523.00	

Approved:

Tim Hobbs

Attest:

John Mullins

ISM 4-Year Budget

Innovative School Models Budget District Overview					
School	Multi-School	EHHS	HCHS	EHMS	HCMS
Total ISM Allocations	\$ 276,164.50	\$ 905,000.00	\$ 905,000.00	\$ 456,917.75	\$ 456,917.75
Year 1	\$ -	\$ -	\$ -	\$ -	\$ -
Year 2	\$ 164,399.50	\$ 905,000.00	\$ 905,000.00	\$ 274,992.75	\$ 274,992.75
Year 3	\$ 54,946.00	\$ -	\$ -	\$ -	\$ -
Year 4	\$ 56,819.00	\$ -	\$ -	\$ 181,925.00	\$ 181,925.00
Totals	\$ 276,164.50	\$ 905,000.00	\$ 905,000.00	\$ 456,917.75	\$ 456,917.75

Program	Year 1	Year 2	Year 3	Year 4	Totals
71300 Vocational Education Program	\$ -	\$ 1,432,385.50	\$ -	\$ 363,850.00	\$ 1,796,235.50
72230 Support Services Vocational Education Program	-	\$ 53,235.00	\$ 54,946.00	\$ 56,819.00	\$ 165,000.00
72710 Transportation	\$ -	\$ 76,764.50	\$ -	-	\$ 76,764.50
76100 Regular Capital Outlay	-	\$ 962,000.00	\$ -	-	\$ 962,000.00
				Totals	\$ 3,000,000.00

Hickman County Board of Education
Budget Amendment 2
Food Service (Fund 143)
July 10, 2023

Account	Description	Debit	Credit	Justification
73100 - 422 - -	Food Supplies	78,615.74		Remaining Funds of Grant received in FY 23 for purchase of Milk
73100 - 422 - SCA	Food Supplies		78,615.74	
		\$ -	\$ 78,615.74	

Approved:

Attest:

Tim Hobbs

John Mullins

Hickman County Board of Education
 Budget Amendment 37
 Fund 141 - General Purpose
 6/12/2023

Account	Description	Debit	Credit	Justification	
72120 - 207 -	Medical Insurance	\$ 27,139.91		To cover Salary in excess of Budget due to a transposing error in the original Budget calculation for Line Item 141-72120-131	
72120 - 189 -	Other Salaries	\$ 2,727.00			
72120 - 413 -	Drugs & Medical Supplies	\$ 681.24			
72120 - 499 -	Other Supplies & Materials	\$ 280.25			
72120 - 524 -	Inservice	\$ 2,512.49			
72120 - 599 -	Other Charges	\$ 31.61			
72120 - 735 -	Health Equipment	\$ 332.44			
72120 - 131 -	Medical Personnel		\$ 29,538.00		
72120 - 189 - CHG	Other Salaries		2,000.04		
72120 - 201 -	Social Security		1,952.10		
72120 - 399 -	Other Contracted Services		214.80		
71100 - 128 -	Homebound Teachers	1,500.00			To cover a \$1270 excess in the DP line item
71100 - 189 - DP			1,500.00		
TOTALS		<u>\$ 35,204.94</u>	<u>\$ 35,204.94</u>		

Approved:



Tim Hobbs

Attest:




Michelle Gilbert

Hickman County Board of Education
 Budget Amendment 38
 Fund 142 - Federal Programs
 June 30, 2023

Account	Description	Debit	Credit	Justification	
71100 - 429 - - 932	Instructional Supplies	\$ 4,861.00			
71100 - 722 - - 932	Reg Inst Equipment		\$ 6,435.00		
72610 - 720 - - 932	Plant Operation Equipment		198,386.00	To Bring ESSER 2 into agreement with ePlan	
76100 - 321 - - 932	Engineering Services	36,084.00			
76100 - 328 - - 932	Janitorial Services		34,510.00		
76100 - 720 - - 932	Plant Operation Equipment	198,386.00			
72210 - 105 - - 010	Supervisor		1,102.96		To bring Con-Adm into agreement with ePlan
72210 - 161 - - 010	Secretary		972.84		
72210 - 201 - - 010	Social Security		270.93		
72210 - 204 - - 010	State Retirement		8,185.00		
72210 - 336 - - 010	Maintenance	1,000.00			
72210 - 355 - - 010	Travel		1,000.00		
72210 - 499 - - 010	Other Supplies & Materials	1,000.00			
72210 - 790 - - 010	Other Equipment	9,531.73			
TOTALS		\$ 250,862.73	\$ 250,862.73		

Approved:


 Tim Hobbs

Attest:


 Michelle Gilbert

Hickman County Board of Education
 Budget Amendment 39
 Fund 141 - General Purpose
 June 30, 2023

Account	Description	Debit	Credit	Justification
72310 - 534 -	Refund to Applicant Criminal Inv	\$ 500.00		Liability Claim
72310 - 515 -			\$ 500.00	
72610 - 434 -	Natural Gas Water and Sewer	41,000.00		To cover overages in Water & Sewer
72610 - 454			41,000.00	
73400 - 449 -	Textbooks Other Equipment	10,500.00		Curriculum was less than quote
73400 - 790 -			10,500.00	
71100 - 207 -	State Retirement Retirement - Hybrid Stabilization	78,000.00		To record Hybrid Stabilization expenses
71100 - 217 -			78,000.00	
TOTALS		<u>\$ 130,000.00</u>	<u>\$ 130,000.00</u>	

Approved:



Tim Hobbs

Attest:



Michelle Gilbert

Hickman County Board of Education
 Budget Amendment - 40
 Fund 143 - Food Service
 6/30/2023

Account	Description	Debit	Credit	Justification
73100 - 452	Utilities	\$ 700.00		To cover overages in 307 & 355
73100 - 307	Communication		\$ 150.00	
73100 - 355	Travel		\$ 550.00	
	TOTALS	<u>\$ 700.00</u>	<u>\$ 700.00</u>	

Approved:



Tim Hobbs

Attest:



Michelle Gilbert

Hickman County Board of Education
 Budget Amendment - 41
 Fund 142 - Federal Programs
 June 30, 2023

Account	Description	Debit	Credit	Justification
71300 - 499 - - 801	Other Supplies & Materials	\$ 40.00		To bring CTE - Perkins Basic (801) to agreement with ePlan
71300 - 730 - - 801	Vocational Instruction Equipment	31.35		
72230 - 524 - - 801	Professional Development		\$ 71.35	
47141 - - - 101	Revenue	5,534.32		To bring Title I into agreement with ePlan
72130 - 499 - - 101	Other Supplies & Materials		55.35	
72210 - 524 - - 101	Inservice/PD		5,478.97	
72210 - 189 - - 201	Other Salaries & Wages		0.08	Adjustment for Salary rounding
72210 - 201 - - 201	Social Security	0.08		
72220 - 499 - - 901	Other Supplies & Materials	2,652.60		ePlan adjustment for actual salaries paid in IDEA Part B (901)
72220 - 124 - - 901	Psychological Personnel		1,624.00	
72220 - 131 - - 901	Medicial Personnel		0.04	
72220 - 161 - - 901	Secretary(s)		606.96	
72220 - 201 - - 901	Social Security		421.60	
72210 - 429 - - 937	Other Supplies and Materials	10,000.00		To bring TN ALL Corps into agreement with ePlan
72210 - 189 - - 937	Other Salaries & Wages		9,600.00	
72210 - 499 - - 937	Other Supplies & Materials		400.00	
72130 - 130 - - 938	Social Workers	26,695.98		To bring Best for All into agreement with ePlan
72130 - 201 - - 938	Social Security	1,234.77		
72130 - 204 - - 938	State Retirement	3,471.05		
72130 - 207 - - 938	Medical Insurance	6,050.00		
72130 - 212 - - 938	Medicare	387.09		
72130 - 790 - - 938	Other Equipment	57.50		
72130 - 790 - - 938	Reg Instruction Equipment		37,896.39	
TOTALS		\$ 56,154.74	\$ 56,154.74	

Approved:

Attest:

Tim Hobbs

John Mullins

D. Scott Bennett

Capturing a vision

Mr. Bennett has represented school boards, other local governments, police officers, and private employers for almost 30 years. After practicing in a regional litigation firm for most of his career, Mr. Bennett concluded that clients need, and deserve, a more personal connection with their attorneys. Ms. DeCamp and he have built Bennett & DeCamp around the purpose of providing high quality, personally focused legal representation to value conscious community leaders and businesses.

Education law

Mr. Bennett focuses heavily on the needs of local school systems, their employees, and students. His practice includes every aspect of this diverse area, including employment, discrimination and equity issues, contracts and vendor relations, policy development, student discipline, bullying and harassment, risk management, first amendment issues, tort claims, governance issues, internal investigations, and the like.

Special education

Of course, special education is an aspect of education law. It is so technical, however, that it merits its own emphasis. Mr. Bennett supports local school systems and their teachers with IDEA issues and Section 504/Title II compliance. He regularly attends IEP team and 504 committee meetings to help educators and parents understand and address the rights of students to a free, appropriate public education. And if it ever becomes necessary to go to due process, Mr. Bennett understands that everyone is actually on the same side -- the side of the child.

Employment and civil rights

Mr. Bennett's representation of school boards and other local governments actually grew out of his employment and civil rights practice. He is experienced with state and federal employment laws including the ADA, ADEA, FLSA, THRA, retaliation, Title VII, workplace harassment, and wrongful discharge. He also handles alleged constitutional violations brought under 42 USC 1983.

Training and staff development

As part of the Firm's effort to be invested in the operations of its clients, Mr. Bennett devotes several weeks a year to in-service training and staff development. Building upon more than 20 years' experience as a litigator, he coaches clients on best practices, risk management, and legal compliance.

Professional credentials

- Wake Forest University, B.A., 1989 (magna cum laude); Phi Beta Kappa; Omicron Delta Kappa; Mortar Board
- Wake Forest University, M.B.A., 1993 (Babcock scholar);
- Wake Forest University School of Law, J.D., 1993 (Carswell scholar)

Licensed in Tennessee and North Carolina

AV- Preeminent Rated by Martindale-Hubbe

Email: dsb@bennettdecamp.com

Direct dial: 423.498.3791



CENTERVILLE ELEMENTARY SCHOOL

Jennifer Hudgins, Principal
(931) 729-2212

104 Mary Field Ave.
Centerville, TN 37033

June 5, 2023

Dear Mrs. Gilbert,

Centerville Elementary School will not be requesting school fees for the 2023-2024 school year.

Sincerely,

Jennifer Hudgins



Centerville Intermediate School

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



Phone 931-729-2748

Fax 931-729-5497

Principal, Rose Korte Stites

Assistant Principal, Tarrah Lawson

CIS will not request any school fees for the 2023-2024 school year.

**HCMS School Fees
2023-2024**

June 20, 2023

Hickman County Middle School will not require any school fees for the 2023-2024 school year.

Sincerely,

Tina S. Thigpen

Hickman County High School
2023 - 24
Fees

1. Parking Fee - \$10.00

2. Graduation
 - > Cap and Gown - \$45 (may depend on Balfour's prices)
 - > Balfour provides a limited number of free caps and gowns for those in need.
 - > Lack of Credits- Students who lack up to two credits may pay \$150 per credit to participate in graduation. Refunds are issued when credits are recovered.

3. Club dues
 - > Varies by club
 - > Usually under \$20
 - > Voluntary participation

4. Reward Trips
 - > Varies by trip
 - > Usually under \$30
 - > Voluntary participation

5. Various classes require students to purchase materials
 - > This falls under the fee waiver system >

Theater - Actual costs of scripts

Art 1 - \$15, Art 2 - \$15, Art 3 - \$15

Biology 1 - \$10 (lab supplies), Biology II - \$15 (covers dissections), Anatomy - \$25

Accounting - \$25 (covers practice sets)

Computer Applications - \$5 (ink and paper)

Cosmetology - \$100 - (covers supplies and labs)

Family and Consumer Science - \$5 (cooking supplies)

Nutrition and Food - \$10 (cooking supplies)

Child Development - \$5 (class supplies)

Athletics and Band > Students purchase footwear / Shirt and Camp Fees - \$75

> Tennis players purchase uniforms > Students are responsible for camp fees > Track meet fees - \$25



East Hickman Elementary School will not have any fees for the upcoming 2023-2024 school year.

Leigha Coble, Principal

East Hickman Intermediate School



Marcy Tidwell, Principal
Cyndi Hughes, Assistant Principal

East Hickman Intermediate School will not request any fees for the 2023-24 school year.

Sincerely,

A handwritten signature in cursive script that reads "Marcy Tidwell".

Marcy Tidwell

East Hickman Middle School will require the following fees for the 2023-2024 school year:

- A. Reward Trips; usually less than \$15; voluntary; assistance is available for students who need it.
- B. Athletics: All athletes are responsible for their specific types of shoes. Cheerleaders are responsible for \$400 in equipment (uniform, shoes, bags, etc.) Golf has a \$5.00 fee per member for each use of the Centerville Municipal Golf Course. Boys Basketball has a \$90.00 team fee. Girls Basketball has a \$125.00 fee for returning members; \$150 for new players. Football has a \$100.00 fee. Baseball will have a \$150.00 fee.
- C. Jr. Beta has membership fees of \$15 per year.

Respectfully,

Bryan Anglin
Principal
East Hickman Middle School

East Hickman High School Fees 2023-2024

1. **Parking Fee** - \$5.00

2. **Graduation**

- Cap and Gown - \$35.00 (may vary depending on Balfour's prices) Balfour provides limited number of free caps and gowns to those in need.
- Lack of Credits – Students who lack up to two credits may pay \$150.00 per credit to participate in graduation. Upon completion of credit a complete refund of funds is returned to the student.

3. **Club Dues**

- Varies by club – usually under \$20.00
- Voluntary participation

4. **Reward Trips**

- Varies by trip
- Usually under \$20.00
- Voluntary participation

5. **Athletics and Band**

- Students purchase footwear
- \$200.00 Band Camp Fee for 2 weeks
- Cheerleading – shoes, warm-ups, camp wear, squad classes, accessories

6. **Credit Recovery**

- A. Students having to complete credit recovery will be required to pay \$50.00 per course.

7. **Science Lab**

- A. Consumable materials not to exceed \$20

Discipline Hearing Authority
2023-2024

Beth Robinson--EHHS

Cynthia Hughes--EHIS

Zach Bentley--HCMS

Tarrah Lawson--CIS

Clay Chessor--HCHS

Eric Cannon--Special Programs

Becky Malugin--Chair

Hickman County Schools

Supervisors-12 Month Technology/Maintenance/Transportation/Food
Service/Coordinated School Health

Salary Schedule

FY 2024

Approved June 5, 2023

Approved		
Years of Experience	FY 2024 Step	\$3000 inc to step
SNE - 0	\$ 52,253	\$ 55,002
SNE - 1	\$ 55,253	\$ 58,253
SNE - 2	\$ 58,253	\$ 60,419
SNE - 3	\$ 60,419	\$ 60,419
SNE - 4	\$ 60,419	\$ 60,419
SNE - 5	\$ 60,419	\$ 60,419
SNE - 6	\$ 60,419	\$ 63,669
SNE - 7	\$ 63,669	\$ 63,669
SNE - 8	\$ 63,669	\$ 63,669
SNE - 9	\$ 63,669	\$ 63,669
SNE - 10	\$ 63,669	\$ 63,669
SNE - 11	\$ 63,669	\$ 68,003
SNE - 12	\$ 68,003	\$ 68,003
SNE - 13	\$ 68,003	\$ 68,003
SNE - 14	\$ 68,003	\$ 68,003
SNE - 15	\$ 68,253	\$ 71,253
SNE - 16	\$ 71,253	\$ 71,253
SNE - 17	\$ 71,253	\$ 71,253
SNE - 18	\$ 71,253	\$ 71,253
SNE - 19	\$ 71,253	\$ 71,253
SNE - 20	\$ 71,253	\$ 71,253
SNE - 21	\$ 71,253	\$ 71,253
SNE - 22	\$ 71,253	\$ 71,253
SNE - 23	\$ 71,253	\$ 71,253
SNE - 24	\$ 71,253	\$ 71,253
SNE - 25	\$ 71,253	\$ 71,253
SNE - 26	\$ 71,253	\$ 71,253
SNE - 27	\$ 71,253	\$ 71,253
SNE - 28	\$ 71,253	\$ 71,253
SNE - 29	\$ 71,253	\$ 71,253
SNE - 30	\$ 71,253	\$ 71,253

Hickman County Schools
Bus Drivers - Salary Schedule
FY 2024
Approved June 5, 2023

Years of Experience	Approved	
	FY 2024 Step	\$3000 inc to step
BUS - 0	\$14,371.00	\$15,443.00
BUS - 1	\$15,443.00	\$16,515.00
BUS - 2	\$16,515.00	\$16,602.00
BUS - 3	\$16,602.00	\$16,689.00
BUS - 4	\$16,689.00	\$16,775.00
BUS - 5	\$16,775.00	\$16,851.00
BUS - 6	\$16,851.00	\$16,938.00
BUS - 7	\$16,938.00	\$17,024.00
BUS - 8	\$17,024.00	\$17,111.00
BUS - 9	\$17,111.00	\$17,198.00
BUS - 10	\$17,198.00	\$17,285.00
BUS - 11	\$17,285.00	\$17,371.00
BUS - 12	\$17,371.00	\$17,458.00
BUS - 13	\$17,458.00	\$17,545.00
BUS - 14	\$17,545.00	\$17,631.00
BUS - 15	\$17,631.00	\$17,718.00
BUS - 16	\$17,718.00	\$17,805.00
BUS - 17	\$17,805.00	\$17,880.00
BUS - 18	\$17,880.00	\$17,967.00
BUS - 19	\$17,967.00	\$18,054.00
BUS - 20	\$18,054.00	\$18,141.00
BUS - 21	\$18,141.00	\$18,227.00
BUS - 22	\$18,227.00	\$18,314.00
BUS - 23	\$18,314.00	\$18,401.00
BUS - 24	\$18,401.00	\$18,487.00
BUS - 25	\$18,487.00	\$18,574.00
BUS - 26	\$18,574.00	\$18,661.00
BUS - 27	\$18,661.00	\$18,736.00
BUS - 28	\$18,736.00	\$18,834.00
BUS - 29	\$18,834.00	\$18,910.00
BUS - 30	\$18,910.00	\$19,094.00

Hickman County Schools

12 Month School Nutrition Coordinator (CO) - Salary Schedule FY 2024

Approved June 5, 2023

Years of Experience	Approved	
	FY 2024 Step	\$3000 inc to step
NC - 0	\$ 24,619	\$ 24,720
NC - 1	\$ 24,720	\$ 24,821
NC - 2	\$ 24,821	\$ 24,963
NC - 3	\$ 24,963	\$ 25,118
NC - 4	\$ 25,118	\$ 26,275
NC - 5	\$ 26,275	\$ 27,003
NC - 6	\$ 27,003	\$ 27,730
NC - 7	\$ 27,730	\$ 28,457
NC - 8	\$ 28,457	\$ 29,185
NC - 9	\$ 29,185	\$ 29,912
NC - 10	\$ 29,912	\$ 30,639
NC - 11	\$ 30,639	\$ 32,083
NC - 12	\$ 32,083	\$ 32,821
NC - 13	\$ 32,821	\$ 33,549
NC - 14	\$ 33,549	\$ 34,276
NC - 15	\$ 34,276	\$ 36,822
NC - 16	\$ 36,822	\$ 37,857
NC - 17	\$ 37,857	\$ 39,104
NC - 18	\$ 39,104	\$ 40,878
NC - 19	\$ 40,878	\$ 42,376
NC - 20	\$ 42,376	\$ 45,551
NC - 21	\$ 45,551	\$ 46,574
NC - 22	\$ 46,574	\$ 47,357
NC - 23	\$ 47,357	\$ 47,941
NC - 24	\$ 47,941	\$ 48,768
NC - 25	\$ 48,768	\$ 49,484
NC - 26	\$ 49,484	\$ 50,189
NC - 27	\$ 50,189	\$ 50,542
NC - 28	\$ 50,542	\$ 50,905
NC - 29	\$ 50,905	\$ 51,258
NC - 30	\$ 51,258	\$ 52,273

Hickman County Schools
Central Office - 12 Month Administrative Assistant
Salary Schedule
FY 2024
Approved June 5, 2023

Years of Experience	Approved	
	FY 2024 Step	\$3000 inc to step
AA - 0	\$ 23,240	\$ 24,720
AA - 1	\$ 24,720	\$ 24,861
AA - 2	\$ 24,861	\$ 25,015
AA - 3	\$ 25,015	\$ 26,167
AA - 4	\$ 26,167	\$ 26,891
AA - 5	\$ 26,891	\$ 28,953
AA - 6	\$ 28,953	\$ 29,600
AA - 7	\$ 29,600	\$ 30,916
AA - 8	\$ 30,916	\$ 31,717
AA - 9	\$ 31,717	\$ 32,442
AA - 10	\$ 32,442	\$ 33,823
AA - 11	\$ 33,823	\$ 34,592
AA - 12	\$ 34,592	\$ 34,953
AA - 13	\$ 34,953	\$ 35,864
AA - 14	\$ 35,864	\$ 36,775
AA - 15	\$ 36,775	\$ 37,695
AA - 16	\$ 37,695	\$ 38,683
AA - 17	\$ 38,683	\$ 41,754
AA - 18	\$ 41,754	\$ 43,334
AA - 19	\$ 43,334	\$ 45,791
AA - 20	\$ 45,791	\$ 46,712
AA - 21	\$ 46,712	\$ 47,820
AA - 22	\$ 47,820	\$ 48,610
AA - 23	\$ 48,610	\$ 49,268
AA - 24	\$ 49,268	\$ 49,970
AA - 25	\$ 49,970	\$ 50,858
AA - 26	\$ 50,858	\$ 52,174
AA - 27	\$ 52,174	\$ 53,304
AA - 28	\$ 53,304	\$ 53,820
AA - 29	\$ 53,820	\$ 54,216
AA - 30	\$ 54,216	\$ 56,014
AA - 30+	\$ 56,014	\$ 56,014

Hickman County Schools
Central Office - Programs/Grants 12 Months
Salary Schedule
FY 2024
Approved June 5, 2024

Years of Experience	Approved	
	FY 2024 12 Mo Step	\$3000 inc to step
PG - 0	\$ 32,231	\$ 33,407
PG - 1	\$ 33,407	\$ 33,769
PG - 2	\$ 33,769	\$ 34,131
PG - 3	\$ 34,131	\$ 34,492
PG - 4	\$ 34,492	\$ 34,855
PG - 5	\$ 34,855	\$ 35,217
PG - 6	\$ 35,217	\$ 35,578
PG - 7	\$ 35,578	\$ 35,940
PG - 8	\$ 35,940	\$ 36,303
PG - 9	\$ 36,303	\$ 36,664
PG - 10	\$ 36,664	\$ 36,917
PG - 11	\$ 36,917	\$ 37,389
PG - 12	\$ 37,389	\$ 37,750
PG - 13	\$ 37,750	\$ 38,112
PG - 14	\$ 38,112	\$ 38,474
PG - 15	\$ 38,474	\$ 38,835
PG - 16	\$ 38,835	\$ 39,199
PG - 17	\$ 39,199	\$ 39,561
PG - 18	\$ 39,561	\$ 39,922
PG - 19	\$ 39,922	\$ 40,284
PG - 20	\$ 40,284	\$ 40,646
PG - 21	\$ 40,646	\$ 41,009
PG - 22	\$ 41,009	\$ 41,370
PG - 23	\$ 41,370	\$ 41,732
PG - 24	\$ 41,732	\$ 42,095
PG - 25	\$ 42,095	\$ 42,456
PG - 26	\$ 42,456	\$ 42,818
PG - 27	\$ 42,818	\$ 43,181
PG - 28	\$ 43,181	\$ 43,542
PG - 29	\$ 43,542	\$ 43,904
PG - 30	\$ 43,904	\$ 44,266

**Hickman County Schools
Central Office - Secretary
Salary Schedule
FY 2024
Approved June 5, 2023**

Approved		
Years of Experience	FY 2024 12 Mo Step	\$3000 inc to step
SCO - 0	\$ 21,953	\$ 23,710
SCO - 1	\$ 23,710	\$ 23,853
SCO - 2	\$ 23,853	\$ 23,994
SCO - 3	\$ 23,994	\$ 24,138
SCO - 4	\$ 24,138	\$ 24,292
SCO - 5	\$ 24,292	\$ 24,433
SCO - 6	\$ 24,433	\$ 24,577
SCO - 7	\$ 24,577	\$ 24,720
SCO - 8	\$ 24,720	\$ 24,861
SCO - 9	\$ 24,861	\$ 25,015
SCO - 10	\$ 25,015	\$ 25,443
SCO - 11	\$ 25,443	\$ 25,586
SCO - 12	\$ 25,586	\$ 25,739
SCO - 13	\$ 25,739	\$ 25,882
SCO - 14	\$ 25,882	\$ 26,024
SCO - 15	\$ 26,024	\$ 26,463
SCO - 16	\$ 26,463	\$ 26,605
SCO - 17	\$ 26,605	\$ 26,749
SCO - 18	\$ 26,749	\$ 26,891
SCO - 19	\$ 26,891	\$ 27,033
SCO - 20	\$ 27,033	\$ 27,472
SCO - 21	\$ 27,472	\$ 27,615
SCO - 22	\$ 27,615	\$ 27,758
SCO - 23	\$ 27,758	\$ 27,911
SCO - 24	\$ 27,911	\$ 28,054
SCO - 25	\$ 28,054	\$ 28,481
SCO - 26	\$ 28,481	\$ 28,635
SCO - 27	\$ 28,635	\$ 28,777
SCO - 28	\$ 28,777	\$ 28,920
SCO - 29	\$ 28,920	\$ 29,063
SCO - 30	\$ 29,063	\$ 29,502
SCO - 30+	\$ 29,502	\$ 29,502

**Hickman County Schools
Maintenance Mechanic (Hourly Rate)**

Pay Schedules

FY 2024

Approved June 5, 2023

Approved		
Years of Experience	FY 2024 Step	Increase to Step
CMT - 0	\$ 14.89	\$ 15.50
CMT - 1	\$ 15.50	\$ 16.21
CMT - 2	\$ 16.21	\$ 16.53
CMT - 3	\$ 16.53	\$ 16.90
CMT - 4	\$ 16.90	\$ 17.24
CMT - 5	\$ 17.24	\$ 17.58
CMT - 6	\$ 17.58	\$ 17.58
CMT - 7	\$ 17.58	\$ 17.95
CMT - 8	\$ 17.95	\$ 18.27
CMT - 9	\$ 18.27	\$ 18.63
CMT - 10	\$ 18.63	\$ 18.98
CMT - 11	\$ 18.98	\$ 19.31
CMT - 12	\$ 19.31	\$ 19.68
CMT - 13	\$ 19.68	\$ 20.00
CMT - 14	\$ 20.00	\$ 20.36
CMT - 15	\$ 20.36	\$ 20.69
CMT - 16	\$ 20.69	\$ 21.05
CMT - 17	\$ 21.05	\$ 21.40
CMT - 18	\$ 21.40	\$ 21.73
CMT - 19	\$ 21.73	\$ 22.10
CMT - 20	\$ 22.10	\$ 22.44
CMT - 21	\$ 22.44	\$ 22.77
CMT - 22	\$ 22.77	\$ 23.13
CMT - 23	\$ 23.13	\$ 23.47
CMT - 24	\$ 23.47	\$ 23.80
CMT - 25	\$ 23.80	\$ 24.17
CMT - 26	\$ 24.17	\$ 24.51
CMT - 27	\$ 24.51	\$ 25.19
CMT - 28	\$ 25.19	\$ 25.56
CMT - 29	\$ 25.56	\$ 25.91
CMT - 30	\$ 25.91	\$ 26.22

Hickman County Schools
Certified Licensed Maintenance Technician
Pay Schedules
FY 2024
Approved June 5, 2023

Approved		
Years of Experience	FY 2024 Step	\$3000 inc to step
CMT - 0	\$ 36,400	\$ 39,400
CMT - 1	\$ 39,400	\$ 39,816
CMT - 2	\$ 39,816	\$ 40,232
CMT - 3	\$ 40,232	\$ 40,648
CMT - 4	\$ 40,648	\$ 41,064
CMT - 5	\$ 41,064	\$ 41,480
CMT - 6	\$ 41,480	\$ 41,896
CMT - 7	\$ 41,896	\$ 42,650
CMT - 8	\$ 42,650	\$ 43,498
CMT - 9	\$ 43,498	\$ 44,323
CMT - 10	\$ 44,323	\$ 43,560
CMT - 11	\$ 43,560	\$ 44,184
CMT - 12	\$ 44,184	\$ 44,808
CMT - 13	\$ 44,808	\$ 45,432
CMT - 14	\$ 45,432	\$ 46,056
CMT - 15	\$ 46,056	\$ 46,680
CMT - 16	\$ 46,680	\$ 50,840
CMT - 17	\$ 50,840	\$ 51,880
CMT - 18	\$ 51,880	\$ 52,920
CMT - 19	\$ 52,920	\$ 53,960
CMT - 20	\$ 53,960	\$ 55,000
CMT - 21	\$ 55,000	\$ 56,040
CMT - 22	\$ 56,040	\$ 57,080
CMT - 23	\$ 57,080	\$ 58,120
CMT - 24	\$ 58,120	\$ 59,160
CMT - 25	\$ 59,160	\$ 60,200
CMT - 26	\$ 60,200	\$ 61,240
CMT - 27	\$ 61,240	\$ 62,280
CMT - 28	\$ 62,280	\$ 63,320
CMT - 29	\$ 63,320	\$ 64,360
CMT - 30	\$ 64,360	\$ 65,400

**Hickman County Schools
Supervising Mechanic
Salary Schedule
FY 2024
Approved June 5, 2023**

Years of Experience	Approved	
	FY 2024 Step	\$3000 inc to step
SM - 0	\$ 35,635	\$ 36,304
SM - 1	\$ 36,304	\$ 37,066
SM - 2	\$ 37,066	\$ 37,829
SM - 3	\$ 37,829	\$ 38,592
SM - 4	\$ 38,592	\$ 39,354
SM - 5	\$ 39,354	\$ 40,119
SM - 6	\$ 40,119	\$ 40,282
SM - 7	\$ 40,282	\$ 40,897
SM - 8	\$ 40,897	\$ 41,234
SM - 9	\$ 41,234	\$ 41,576
SM - 10	\$ 41,576	\$ 41,913
SM - 11	\$ 41,913	\$ 42,251
SM - 12	\$ 42,251	\$ 42,591
SM - 13	\$ 42,591	\$ 42,928
SM - 14	\$ 42,928	\$ 43,267
SM - 15	\$ 43,267	\$ 43,607
SM - 16	\$ 43,607	\$ 43,944
SM - 17	\$ 43,944	\$ 44,281
SM - 18	\$ 44,281	\$ 44,619
SM - 19	\$ 44,619	\$ 44,958
SM - 20	\$ 44,958	\$ 45,296
SM - 21	\$ 45,296	\$ 45,634
SM - 22	\$ 45,634	\$ 45,974
SM - 23	\$ 45,974	\$ 46,313
SM - 24	\$ 46,313	\$ 46,650
SM - 25	\$ 46,650	\$ 46,989
SM - 26	\$ 46,989	\$ 47,604
SM - 27	\$ 47,604	\$ 48,218
SM - 28	\$ 48,218	\$ 48,833
SM - 29	\$ 48,833	\$ 49,450
SM - 30	\$ 49,450	\$ 50,065

Hickman County Schools
Full-Time Mechanic
Salary Schedule
FY 2024
Approved June 5, 2023

Approved		
Years of Experience	FY 2024 Step	\$3000 inc to step
FTM - 0	\$ 32,252	\$ 33,142
FTM - 1	\$ 33,142	\$ 33,477
FTM - 2	\$ 33,477	\$ 33,850
FTM - 3	\$ 33,850	\$ 34,210
FTM - 4	\$ 34,210	\$ 34,571
FTM - 5	\$ 34,571	\$ 34,935
FTM - 6	\$ 34,935	\$ 35,298
FTM - 7	\$ 35,298	\$ 35,659
FTM - 8	\$ 35,659	\$ 36,019
FTM - 9	\$ 36,019	\$ 36,383
FTM - 10	\$ 36,383	\$ 36,747
FTM - 11	\$ 36,747	\$ 37,105
FTM - 12	\$ 37,105	\$ 37,470
FTM - 13	\$ 37,470	\$ 37,832
FTM - 14	\$ 37,832	\$ 38,194
FTM - 15	\$ 38,194	\$ 38,554
FTM - 16	\$ 38,554	\$ 38,916
FTM - 17	\$ 38,916	\$ 39,282
FTM - 18	\$ 39,282	\$ 39,641
FTM - 19	\$ 39,641	\$ 40,001
FTM - 20	\$ 40,001	\$ 40,365
FTM - 21	\$ 40,365	\$ 40,726
FTM - 22	\$ 40,726	\$ 41,089
FTM - 23	\$ 41,089	\$ 41,450
FTM - 24	\$ 41,450	\$ 41,813
FTM - 25	\$ 41,813	\$ 42,176
FTM - 26	\$ 42,176	\$ 42,539
FTM - 27	\$ 42,539	\$ 42,898
FTM - 28	\$ 42,898	\$ 43,261
FTM - 29	\$ 43,261	\$ 43,621
FTM - 30	\$ 43,621	\$ 43,986

**Hickman County Schools
Chief Mechanic
Salary Schedule
FY 2024
Approved June 5, 2023**

Years of Experience	Approved	
	FY 2024 Step	\$3000 inc to step
CM - 0	\$ 38,912	\$ 39,366
CM - 1	\$ 39,366	\$ 40,066
CM - 2	\$ 40,066	\$ 40,762
CM - 3	\$ 40,762	\$ 41,463
CM - 4	\$ 41,463	\$ 42,162
CM - 5	\$ 42,162	\$ 42,864
CM - 6	\$ 42,864	\$ 43,559
CM - 7	\$ 43,559	\$ 44,262
CM - 8	\$ 44,262	\$ 44,960
CM - 9	\$ 44,960	\$ 45,660
CM - 10	\$ 45,660	\$ 46,357
CM - 11	\$ 46,357	\$ 47,058
CM - 12	\$ 47,058	\$ 48,850
CM - 13	\$ 48,850	\$ 49,599
CM - 14	\$ 49,599	\$ 50,295
CM - 15	\$ 50,295	\$ 50,998
CM - 16	\$ 50,998	\$ 51,695
CM - 17	\$ 51,695	\$ 52,395
CM - 18	\$ 52,395	\$ 53,092
CM - 19	\$ 53,092	\$ 53,796
CM - 20	\$ 53,796	\$ 54,492
CM - 21	\$ 54,492	\$ 55,192
CM - 22	\$ 55,192	\$ 55,890
CM - 23	\$ 55,890	\$ 56,593
CM - 24	\$ 56,593	\$ 56,871
CM - 25	\$ 56,871	\$ 57,290
CM - 26	\$ 57,290	\$ 58,688
CM - 27	\$ 58,688	\$ 59,390
CM - 28	\$ 59,390	\$ 60,088
CM - 29	\$ 60,088	\$ 60,789
CM - 30	\$ 60,789	\$ 61,484

**Hickman County School Food Service
 Manager's Salary Schedule
 FY 2024
 Approved June 5, 2023**

Approved		
Years of Experience	FY 2024 Step	\$3000 inc to step
SNM - 0	\$ 22,528	\$ 24,054
SNM - 1	\$ 24,054	\$ 24,953
SNM - 2	\$ 24,953	\$ 25,853
SNM - 3	\$ 25,853	\$ 26,464
SNM - 4	\$ 26,464	\$ 27,075
SNM - 5	\$ 27,075	\$ 27,197
SNM - 6	\$ 27,197	\$ 27,298
SNM - 7	\$ 27,298	\$ 27,408
SNM - 8	\$ 27,408	\$ 27,508
SNM - 9	\$ 27,508	\$ 27,619
SNM - 10	\$ 27,619	\$ 27,718
SNM - 11	\$ 27,718	\$ 27,830
SNM - 12	\$ 27,830	\$ 27,930
SNM - 13	\$ 27,930	\$ 28,052
SNM - 14	\$ 28,052	\$ 28,186
SNM - 15	\$ 28,186	\$ 28,308
SNM - 16	\$ 28,308	\$ 28,430
SNM - 17	\$ 28,430	\$ 28,563
SNM - 18	\$ 28,563	\$ 28,684
SNM - 19	\$ 28,684	\$ 28,819
SNM - 20	\$ 28,819	\$ 28,952
SNM - 21	\$ 28,952	\$ 29,074
SNM - 22	\$ 29,074	\$ 29,206
SNM - 23	\$ 29,206	\$ 29,340
SNM - 24	\$ 29,340	\$ 29,473
SNM - 25	\$ 29,473	\$ 29,608
SNM - 26	\$ 29,608	\$ 29,740
SNM - 27	\$ 29,740	\$ 29,874
SNM - 28	\$ 29,874	\$ 30,007
SNM - 29	\$ 30,007	\$ 30,141
SNM - 30	\$ 30,141	\$ 30,273

Hickman County Schools
LPN
Hourly Rate Schedule
FY 2024
Approved June 5, 2023

Approved		
Years of Experience	FY 2024 Step	\$3000 inc to step
LPN - 0	\$ 30,822	\$ 32,077
LPN - 1	\$ 32,077	\$ 32,077
LPN - 2	\$ 32,077	\$ 32,077
LPN - 3	\$ 32,077	\$ 32,621
LPN - 4	\$ 32,621	\$ 32,621
LPN - 5	\$ 32,621	\$ 32,621
LPN - 6	\$ 32,621	\$ 33,183
LPN - 7	\$ 33,183	\$ 33,183
LPN - 8	\$ 33,183	\$ 33,183
LPN - 9	\$ 33,183	\$ 34,288
LPN - 10	\$ 34,288	\$ 34,288
LPN - 11	\$ 34,288	\$ 34,288
LPN - 12	\$ 34,288	\$ 35,341
LPN - 13	\$ 35,341	\$ 35,341
LPN - 14	\$ 35,341	\$ 35,341
LPN - 15	\$ 35,341	\$ 35,341
LPN - 16	\$ 35,341	\$ 35,341
LPN - 17	\$ 35,341	\$ 35,341
LPN - 18	\$ 35,341	\$ 35,341
LPN - 19	\$ 35,341	\$ 35,341
LPN - 20	\$ 35,341	\$ 35,341
LPN - 21	\$ 35,341	\$ 35,341
LPN - 22	\$ 35,341	\$ 35,341
LPN - 23	\$ 35,341	\$ 35,341
LPN - 24	\$ 35,341	\$ 35,341
LPN - 25	\$ 35,341	\$ 35,341
LPN - 26	\$ 35,341	\$ 35,341
LPN - 27	\$ 35,341	\$ 35,341
LPN - 28	\$ 35,341	\$ 35,341
LPN - 29	\$ 35,341	\$ 35,341
LPN - 30	\$ 35,341	\$ 35,341

**Hickman County Schools
School Secretary/Bookkeeper
Salary Schedule
FY 2024
Approved June 5, 2023**

Years of Experience	Approved	
	FY 2024 Step	\$3000 inc to step
SSB - 0	\$18,082	\$18,971
SSB - 1	\$18,971	\$19,860
SSB - 2	\$19,860	\$20,222
SSB - 3	\$20,222	\$20,287
SSB - 4	\$20,287	\$20,507
SSB - 5	\$20,507	\$20,727
SSB - 6	\$20,727	\$20,890
SSB - 7	\$20,890	\$21,066
SSB - 8	\$21,066	\$21,241
SSB - 9	\$21,241	\$21,418
SSB - 10	\$21,418	\$21,604
SSB - 11	\$21,604	\$21,780
SSB - 12	\$21,780	\$21,955
SSB - 13	\$21,955	\$22,131
SSB - 14	\$22,131	\$22,306
SSB - 15	\$22,306	\$22,492
SSB - 16	\$22,492	\$22,668
SSB - 17	\$22,668	\$22,843
SSB - 18	\$22,843	\$23,008
SSB - 19	\$23,008	\$23,183
SSB - 20	\$23,183	\$23,380
SSB - 21	\$23,380	\$23,545
SSB - 22	\$23,545	\$23,721
SSB - 23	\$23,721	\$23,896
SSB - 24	\$23,896	\$24,072
SSB - 25	\$24,072	\$24,268
SSB - 26	\$24,268	\$24,444
SSB - 27	\$24,444	\$24,619
SSB - 28	\$24,619	\$24,795
SSB - 29	\$24,795	\$24,971
SSB - 30	\$24,971	\$25,159

**Hickman County Schools
Educational Assistants
Salary Schedule
FY 2024
Approved June 5, 2023**

Approved		
Years of Experience	FY 2024 Step	\$3000 inc to step
TA - 0	\$17,850	\$18,641
TA - 1	\$18,641	\$19,432
TA - 2	\$19,432	\$19,641
TA - 3	\$19,641	\$19,838
TA - 4	\$19,838	\$20,046
TA - 5	\$20,046	\$20,244
TA - 6	\$20,244	\$20,408
TA - 7	\$20,408	\$20,562
TA - 8	\$20,562	\$20,727
TA - 9	\$20,727	\$20,890
TA - 10	\$20,890	\$21,044
TA - 11	\$21,044	\$21,209
TA - 12	\$21,209	\$21,362
TA - 13	\$21,362	\$21,527
TA - 14	\$21,527	\$21,681
TA - 15	\$21,681	\$21,834
TA - 16	\$21,834	\$21,999
TA - 17	\$21,999	\$22,163
TA - 18	\$22,163	\$22,317
TA - 19	\$22,317	\$22,481
TA - 20	\$22,481	\$22,657
TA - 21	\$22,657	\$22,811
TA - 22	\$22,811	\$22,975
TA - 23	\$22,975	\$23,128
TA - 24	\$23,128	\$23,293
TA - 25	\$23,293	\$23,468
TA - 26	\$23,468	\$23,633
TA - 27	\$23,633	\$23,787
TA - 28	\$23,787	\$23,952
TA - 29	\$23,952	\$24,106
TA - 30	\$24,106	\$24,292

**Hickman County School Food Service
Pay Scale
Servers, Cashiers, Managers
FY 2024 Rates Compared to FY 2023 Actual Rates**

Years of Experience	Servers			Cashiers			Managers		
	Approved FY 24 Rate	\$3K inc to Step (approximate)	Approximate Increase	Approved FY 24 Rate	\$3K inc to Step (approximate)	Approximate Increase	Approved FY 24 Salary	\$3K inc to Step	Actual Inc
0	\$ 13.00	\$ 13.06		\$ 13.66	\$ 13.72		\$ 22,528.00	\$ 24,054.00	
1	\$ 13.06	\$ 13.25	\$ 3,276.12	\$ 13.72	\$ 13.85	\$ 3,212.40	\$ 24,054.00	\$ 24,953.00	\$ 3,899.00
2	\$ 13.25	\$ 13.52	\$ 3,286.74	\$ 13.85	\$ 14.12	\$ 3,286.74	\$ 24,953.00	\$ 25,853.00	\$ 3,900.00
3	\$ 13.52	\$ 13.57	\$ 3,053.10	\$ 14.12	\$ 14.22	\$ 3,106.20	\$ 25,853.00	\$ 26,464.00	\$ 3,611.00
4	\$ 13.57	\$ 13.63	\$ 3,063.72	\$ 14.22	\$ 14.28	\$ 3,063.72	\$ 26,464.00	\$ 27,075.00	\$ 3,611.00
5	\$ 13.63	\$ 13.68	\$ 3,053.10	\$ 14.28	\$ 14.30	\$ 3,021.24	\$ 27,075.00	\$ 27,197.00	\$ 3,122.00
6	\$ 13.68	\$ 13.73	\$ 3,053.10	\$ 14.30	\$ 14.34	\$ 3,042.48	\$ 27,197.00	\$ 27,298.00	\$ 3,101.00
7	\$ 13.73	\$ 13.79	\$ 3,063.72	\$ 14.34	\$ 14.40	\$ 3,063.72	\$ 27,298.00	\$ 27,408.00	\$ 3,110.00
8	\$ 13.79	\$ 13.84	\$ 3,053.10	\$ 14.40	\$ 14.42	\$ 3,021.24	\$ 27,408.00	\$ 27,508.00	\$ 3,100.00
9	\$ 13.84	\$ 13.89	\$ 3,053.10	\$ 14.42	\$ 14.50	\$ 3,084.96	\$ 27,508.00	\$ 27,619.00	\$ 3,111.00
10	\$ 13.89	\$ 13.95	\$ 3,063.72	\$ 14.50	\$ 14.59	\$ 3,095.58	\$ 27,619.00	\$ 27,718.00	\$ 3,099.00
11	\$ 13.95	\$ 14.00	\$ 3,053.10	\$ 14.59	\$ 14.65	\$ 3,063.72	\$ 27,718.00	\$ 27,830.00	\$ 3,112.00
12	\$ 14.00	\$ 14.03	\$ 3,031.86	\$ 14.65	\$ 14.69	\$ 3,042.48	\$ 27,830.00	\$ 27,930.00	\$ 3,100.00
13	\$ 14.03	\$ 14.07	\$ 3,042.48	\$ 14.69	\$ 14.72	\$ 3,031.86	\$ 27,930.00	\$ 28,052.00	\$ 3,122.00
14	\$ 14.07	\$ 14.10	\$ 3,031.86	\$ 14.72	\$ 14.75	\$ 3,031.86	\$ 28,052.00	\$ 28,186.00	\$ 3,134.00
15	\$ 14.10	\$ 14.13	\$ 3,031.86	\$ 14.75	\$ 14.78	\$ 3,031.86	\$ 28,186.00	\$ 28,308.00	\$ 3,122.00
16	\$ 14.13	\$ 14.16	\$ 3,031.86	\$ 14.78	\$ 14.81	\$ 3,031.86	\$ 28,308.00	\$ 28,430.00	\$ 3,122.00
17	\$ 14.16	\$ 14.19	\$ 3,031.86	\$ 14.81	\$ 14.85	\$ 3,042.48	\$ 28,430.00	\$ 28,563.00	\$ 3,133.00
18	\$ 14.19	\$ 14.23	\$ 3,042.48	\$ 14.85	\$ 14.88	\$ 3,031.86	\$ 28,563.00	\$ 28,684.00	\$ 3,121.00
19	\$ 14.23	\$ 14.26	\$ 3,031.86	\$ 14.88	\$ 14.91	\$ 3,031.86	\$ 28,684.00	\$ 28,819.00	\$ 3,135.00
20	\$ 14.26	\$ 14.29	\$ 3,031.86	\$ 14.91	\$ 14.94	\$ 3,031.86	\$ 28,819.00	\$ 28,952.00	\$ 3,133.00
21	\$ 14.29	\$ 14.32	\$ 3,031.86	\$ 14.94	\$ 14.98	\$ 3,042.48	\$ 28,952.00	\$ 29,074.00	\$ 3,122.00
22	\$ 14.32	\$ 14.35	\$ 3,031.86	\$ 14.98	\$ 15.01	\$ 3,031.86	\$ 29,074.00	\$ 29,206.00	\$ 3,132.00
23	\$ 14.35	\$ 14.39	\$ 3,042.48	\$ 15.01	\$ 15.04	\$ 3,031.86	\$ 29,206.00	\$ 29,340.00	\$ 3,134.00
24	\$ 14.39	\$ 14.42	\$ 3,031.86	\$ 15.04	\$ 15.07	\$ 3,031.86	\$ 29,340.00	\$ 29,473.00	\$ 3,133.00
25	\$ 14.42	\$ 14.45	\$ 3,031.86	\$ 15.07	\$ 15.10	\$ 3,031.86	\$ 29,473.00	\$ 29,608.00	\$ 3,135.00
26	\$ 14.45	\$ 14.48	\$ 3,031.86	\$ 15.10	\$ 15.14	\$ 3,042.48	\$ 29,608.00	\$ 29,740.00	\$ 3,132.00
27	\$ 14.48	\$ 14.52	\$ 3,042.48	\$ 15.14	\$ 15.17	\$ 3,031.86	\$ 29,740.00	\$ 29,874.00	\$ 3,134.00
28	\$ 14.52	\$ 14.55	\$ 3,031.86	\$ 15.17	\$ 15.20	\$ 3,031.86	\$ 29,874.00	\$ 30,007.00	\$ 3,133.00
29	\$ 14.55	\$ 14.58	\$ 3,031.86	\$ 15.20	\$ 15.23	\$ 3,031.86	\$ 30,007.00	\$ 30,141.00	\$ 3,134.00
30	\$ 14.58	\$ 14.62	\$ 3,037.32	\$ 15.23	\$ 15.26	\$ 3,026.70	\$ 30,141.00	\$ 30,273.00	\$ 3,132.00



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

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

1st Reading:

Policy 1.102 - Board Members

Public Chapter 114 requires acceptance of GED, HiSET, and other types of high school equivalency credentials approved by the State Board of Education.

Policy 1.106 - Code of Ethics

A new change to state law, Public Chapter 37, requires local Boards of Education to notify the Tennessee Ethics Commission of the primary person responsible for administering and enforcing their ethical standards. The Board has discretion as to implementation and could select a different individual to be in charge of this reporting.

Policy 1.400 - School Board Meetings

Public Chapter 350 creates additional opportunities for board members to attend board meetings electronically. Now, board members will be able to use this method of attendance for two additional reasons: (1) if they are sick or in a period of convalescence on the advice of a healthcare professional; and (2) due to inclement weather.

Policy 1.402 - Notification of Meetings & Policy 1.404 - Appeals to and Appearances Before the Board- Already have in place in 1.404

State law, Public Chapter 300, now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. This is an area in which Boards have significant flexibility, and TSBA encourages modifying their model policy to meet local needs.

Policy 3.202 - Emergency Preparedness Plan

Policy 3.204 - Threat Assessment Team- Already have a policy on this

Policy 3.205 - Security

A new law that affects many aspects of school safety (Public Chapter 367) requires several policy changes. This new legislation requires an armed intruder drill, an incident command drill, and an emergency safety bus drill (policy 3.202) as well as a policy on threat assessment teams (policy 3.204). Many Boards currently maintain a policy on threat assessment teams, however, this new

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legislation requires that all Boards have a policy on this topic. There is also now a requirement for all exterior doors to remain locked during school hours. For events occurring after school hours, Boards can choose to create a local plan on how to admit community members. TSBA has updated model policy 3.205 with information about the default practice found in the new legislation. Per state law, this default practice will be in effect if the Board does not include an alternate local plan.

Policy 4.204 - Summer Instructional Programs

State Board of Education Policy 3.300 - Promotion and Retention was updated during the State Board of Education's May meeting. This policy change requires local Boards of Education to include additional information on make up days for summer programs in their policies.

Policy 4.300 - Extracurricular Activities

Policy 6.4001 - Student Surveys, Analyses, and Evaluations

Policy 6.402 - Physical Examinations and Immunizations

Public Chapter 353 includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically, this new law: (1) requires parents/guardians to opt-in before their minor child joins a school club or participates in the activities of a club; (2) requires parents/guardians to opt-in before a minor child participates in a non-instructional survey, analysis, or evaluation; and (3) gives parents/guardians the ability to opt-out of health screenings conducted as part of the coordinated school health program.

Policy 4.403 - Library Materials

A new state law, Public Chapter 472, changes the process for school districts to respond to challenged library materials. Previously, state law required that all complaints proceed to the Board of Education. This new law includes flexibility for districts by permitting the Board to create a process with several tiers of review. Please note that Boards may revise this model language to align with local standards. TSBA encourages reaching out to their local board attorney if there are legal concerns.

Policy 5.106 - Application and Employment

School districts are prohibited from hiring individuals on Tennessee's Department of Children's Services list of perpetrators of child abuse and those on the registry of abuse of vulnerable persons maintained by the Department of Health. A change to state law, Public Chapter 222, clarifies that districts may not hire individuals who appear on similar lists maintained by other states.

Policy 5.119 - Employment of Retirees

Due to ongoing teacher shortages, the General Assembly passed Public Chapter 425 which allows more flexibility in hiring retirees. This change allows retirees to work as substitutes beyond the typical 120 day contract and permits retirees to serve as regular classroom teachers on an ongoing basis.

Policy 5.302 - Sick Leave- HCSS does not operate a sick leave bank

For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. Public Chapter 151 adds additional options for employees by creating an option to use this time to care for minor children in addition to being used for the employee's own illness.

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2nd reading:

3.218.2- Use of AKC trained Dogs- New policy

6.319 Alternative Education- change to reflect grades 1-12 on line 2 of page 1

Up for Review:

6.409 Reporting Child Abuse
6.410 Accidnets and Illnesses
6.411 Student Wellness
6.413 Prevention and Treatment of Sports Related Concussions
6.414 Prevention and Treatment of Sudden Cardiac Arrest
6.415 Student Suicide Prevention
6.500 Special Education Students
6.501 Married and/or Pregnant Students
6.502 Foreign Exchange Students
6.503 Homeless Students
6.504 Migrant Students
6.505 Students in Foster Care
6.506 Students from Military Families
2.805 Purchasing
2.806 Bids and Quotations
2.808 Purchase Orders and Contracts
2.809 Vendor Relations
2.810 Payment Procedures
2.900 Student Activity Funds Management

Informational Items

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

Public Chapter 111 - Use of Remote Instruction

This law allows districts with virtual schools to contract with other districts to provide remote instruction to students who have been suspended or expelled.

View this Public Chapter 111 by [clicking here](#).

Public Chapter 165 - Transfer Students

Public Chapter 165 requires that school districts treat transfer students and home school students who enroll or re-enroll in the district the same as other students. Specifically, this law addresses student access to academic and arts programs, clubs, and events offered by the district.

View this Public Chapter 165 by [clicking here](#).

Public Chapter 269 - Testing for Credit

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Policy 5.305 - Family Medical Leave

Public Chapter 399 gives employees who are required by law to hold a valid license of qualification for employment and who have been employed with the school district for at least twelve consecutive months six weeks of paid leave that can be used after the birth, stillbirth, or adoption of a newly placed minor child. This leave must be used within twelve months of the qualifying event and does not have to be used consecutively. Additionally, this leave counts towards federally granted leave under the Family Medical Leave Act. TSBA has added a provision on this new option to their model policy.

Policy 5.307 - Physical Assault Leave

A new state law, Public Chapter 343, clarifies that teachers will receive their full salary while on leave due to a physical assault.

Policy 5.600 - Staff Rights & Responsibilities

Teachers are now required to report students who commit certain offenses on school property that endanger the life, health, or safety of others per Public Chapter 153.

Policy 6.200 - Attendance

Boards can award credit to students who take released time courses pursuant to the conditions outlined in their board policy. Previously, Boards could award one-half credit. Public Chapter 130 now allows Boards to offer one full credit for these courses. Please note that this is optional for Boards.

Policy 6.202 - Home Schools

Public Chapter 114 requires the acceptance of GED, HiSET, and other types of high school equivalency credentials approved by the State Board of Education. TSBA has updated their model policy to include these other types of credentials in accordance with state law. Additionally, Public Chapter 296 removes the requirement that parents of home school students provide proof of immunizations.

Policy 6.300 (6.313 for HCSS) - Code of Conduct & Policy 6.309 - Zero Tolerance Offenses

A new zero tolerance offense has been added to state law. Public Chapter 299 adds threats of mass violence to the list of offenses punishable by a one year expulsion.

Policy 6.314 - Corporal Punishment

Boards have discretion as to whether corporal punishment is used in the district. If this is a disciplinary option, a new state law (Public Chapter 275) requires further actions be taken before corporal punishment occurs.

Policy 6.319 - Alternative Education

Public Chapter 279 provides an additional statutory reason that a Director of Schools could require a student to serve a suspension at home rather than on school property. This change to state law allows the Director of Schools discretion if assigning the student to an alternative school or program may endanger the safety of the students or staff.

Students will now be allowed to test out of certain courses per Public Chapter 269. For courses with no end of course exam, high school students will be able to receive credit for the class if they earn a qualifying score on the exam. The school district will determine the score needed for these exams. This will be an option after the State Board of Education approves a list of eligible courses. We will be monitoring forthcoming State Board action and update our model policy based on those changes.

View Public Chapter 269 by [clicking here](#).

Public Chapter 280 - PE Endorsement Exemption

Under this change to state law, the Commissioner has the authority to grant an endorsement exemption for a teacher to teach a physical education class. In order to receive the exemption, the Director of Schools must certify to the Commissioner that no qualified teacher is available to teach the class.

View this Public Chapter 280 by [clicking here](#).

Public Chapter 437 - Payroll Deductions

School districts may no longer deduct dues from an employee's paycheck on behalf of a professional employees' organization per this new state law.

View this Public Chapter 437 by [clicking here](#).

Public Chapter 438 - Implicit Bias Training

A change to state law, Public Chapter 438, prevents a school district from requiring employees to complete or participate in implicit bias training. This new law also prohibits a school district from taking an adverse employment action against an employee for failure to undergo such training.

View this Public Chapter 438 by [clicking here](#).

Public Chapter 448 - Use of Pronouns

Public Chapter 448 clarifies that school district employees are not required to use a student's preferred pronoun if it is inconsistent with the student's biological sex. Further, school districts are not civilly liable if the employee refuses to use the preferred pronoun.

View this Public Chapter 448 by [clicking here](#).

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 08/01/22
		Rescinds: 1.102	Issued: 05/02/22

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

2 **NUMBER¹**

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

5 **QUALIFICATIONS**

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

- 9 1. ~~Graduation from high school or receipt of a GED or HiSET~~ Graduation from high school or
10 receipt of a high school equivalency credential approved by the State Board of Education;² and
- 11 2. Being a qualified voter and resident in the county for one (1) year prior to the qualifying
12 deadline for running as a candidate.⁴

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

16 **TERMS OF OFFICE**

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

18 **METHOD OF ELECTION**

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

20 **VACANCIES**

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

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

Legal References

1. TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(4); Public Acts of 2023, Chapter No. 114
3. Public Acts of 2022, Chapter No. 809
4. TCA 49-2-202(a)(2)
5. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att'y Gen. Op. No. 21-14 (September 1, 2021)
6. TCA 49-2-202(e)(1)

Hickman County Board of Education			
	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 04/03/23
		Rescinds: 1.106	Issued: 08/02/21

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;
- 31

- 1 3. In the case of an employee, refer the matter to the Director of Schools/designee for possible
2 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.
6
7

8 **POINT OF CONTACT²**

9 The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission. The
10 Director of Schools shall provide the contact information to the Commission and ensure that any
11 changes are submitted within thirty (30) calendar days.
12

Legal References

1. TCA 8-17-103
2. Public Acts of 2023, Chapter No. 37

Cross References

Board Member Conflict of Interest 1.107
Duties of Board Members 1.202

Hickman County Board of Education

	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 10/04/21
		Rescinds: 1.400	Issued: 07/01/19

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.¹

3 Open meetings will be physically accessible to all students, employees, and interested citizens.²

4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The
5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board
6 business by motion and majority vote.³

7 **REGULAR MEETINGS**

8 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 7:00 p.m.

9 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
10 by the chairman.

11 **SPECIAL MEETINGS**

12 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
13 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools
14 require it, or when requested to do so by a majority of the Board.⁴

15 Special meetings may be called for either of the following purposes:

16 1. To enable the Board to concentrate and take action on a single problem or set of problems;
17 or

18
19 2. To enable the Board to take emergency action between regular meetings.

20 Only business related to the call of the meeting, and details related to agenda items shall be discussed
21 or transacted by the Board at a special meeting.

22 **ELECTRONIC ATTENDANCE⁵**

23 Absent board members may attend a regular or special meeting by electronic means if the member is
24 absent because of work, a family emergency, or the member's military service. If a board member is
25 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
26 However, a board member may not participate electronically more than two (2) times per year for
27 absences due to work and/or family emergencies.

1 *General Requirements*

2 The following requirements apply to all electronic attendance, regardless of the reason for the
3 member's absence:

- 4 1. A quorum of the Board must be physically present at the meeting in order for any member to
5 attend electronically.
- 6 2. Any member wishing to participate electronically must do so using technology that allows the
7 chair to visually identify the member.
- 8 3. The responsibility for the connection lies with the member wishing to participate electronically.
9 No more than three (3) attempts to connect shall be made unless the Board chooses to make
10 additional attempts.

11 *Work-Related Absence*

12 The following requirements apply to electronic attendance due to a work-related absence:

- 13 1. The Board member must be absent from the county due to work.
- 14 2. The member wishing to participate must give the chair and Director of Schools at least five (5)
15 days' notice prior to the meeting of the member's desire to participate electronically.

16 *Sickness or Period of Convalescence*

17 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
18 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
19 times per year for this reason.

20 *Inclement Weather or Natural Disaster*

21 A board member may attend a meeting by electronic means due to inclement weather or natural
22 disaster if the schools in the school district are closed; however, he/she may only participate
23 electronically three (3) times per year for this reason.

24

25 *Family Emergency*

26 The following requirement applies to electronic attendance due to a family emergency:

- 27 1. The member must be absent due to the hospitalization of the member or the death or
28 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
29 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
30 sister-in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802

Hickman County Board of Education

	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: 11/01/21
		Rescinds: 1.602	Issued: 07/01/19

1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
2 of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director
3 of schools' office and in each of the public schools. The schedule shall also be sent to the president of
4 the local education association² and to the local news media for periodic announcement. No other
5 notice of regular meetings shall be necessary beyond those stated and the holding of the particular
6 regular meetings at the appointed times, if the date and time of the next regular meeting was
7 announced at the last held board meeting.

8 In the case of special board meetings, notice shall be posted in the same locations with notice sent to
9 the local news media and the president of the local education association, as in the case of regular
10 meetings, at least forty-eight (48) hours prior to the meeting.

11 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
12 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions,
13 notice shall be given to all appropriate parties as is practical.

14 All notices of special board meetings shall state the time, place, and purpose of the meeting.

15 Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary
16 hearings, shall include information on how community members can participate in the public comment
17 portion of the board meeting.³

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Hickman County Board of Education

Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/01/22
	Rescinds: 3.202	Issued: 03/07/22

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

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

9 FIRE AND SAFETY DRILLS

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

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

18 ANNUAL DRILLS⁴

19 The principal shall ensure that the school safety team conducts each of the following type of drills
20 annually:

- 21 1. An armed intruder drill in coordination with local law enforcement;
- 22 2. An incident command drill; and
- 23 3. An emergency safety bus drill.

26 ARMED INTRUDER DRILLS

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

29 AED DRILLS⁵

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

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

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

8 **MEDICAL EMERGENCIES/PANDEMIC FLU⁶**

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

13 **REMOTE LEARNING DRILLS⁷**

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

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; Public Acts of 2023, Chapter No. 367
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Board of Education

Descriptor Term: Risk Management and Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 03/07/22
	Rescinds: 3.204	Issued: 05/04/19

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

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

9 *General*¹

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

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

16 **TEAM MEETINGS**

17 All threat assessment team meetings shall be closed to the public.²

18 **RECORDKEEPING**³

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

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

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

Legal References

1. TCA 49-6-2701 *et seq.*
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Hickman County Board of Education			
	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 03/07/22
		Rescinds: 3.205	Issued: 08/02/21

1 The director of schools shall establish procedures as required to adequately protect school property
2 which shall include, but not be limited to:¹

- 3 1. Closing and securing teacher work areas when being left unattended or at the end of the day;
- 4
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school
- 6 facilities or equipment without appropriate faculty supervision;
- 7
- 8 3. Controlling the issuance of building keys and master keys;
- 9
- 10 4. Developing programs which contribute to the proper care and use of school facilities and
- 11 equipment; and
- 12
- 13 5. Equipment purchased with federal funds shall be managed as directed by federal and state law.²

14 The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

15 The principal shall notify the director of schools within 48 hours after each case of vandalism, theft,
16 building damage and illegal entry.

17 The director of schools, or his/her representative, is authorized to sign a criminal complaint and to
18 press charges against perpetrators of vandalism against school property.

19 **AFTER SCHOOL HOURS**

20 **[The following is the default if the district does not create alternate local procedures.]** If, outside
21 of regular school hours, there is a need to unlock the doors during a school activity, a school district
22 employee shall be stationed by the door to ensure access is limited to authorized persons.⁵

23 **SCHOOL POLICING¹**

24 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency
25 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
26 following issues:

- 27 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
- 28 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
- 29 the time of assignment and remain compliant throughout the tenure of his or her assignment;
- 30

- 1 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
2 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
3 participate in a minimum of sixteen (16) hours of training specific to school policing. All
4 training programs shall be approved by the Peace Officers Standards and Training
5 Commission.³
- 6 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
7 agency, subject to that agency's direction, control, supervision and discipline, though the Board
8 may agree to indemnify and reimburse the law enforcement agency for any part or all of the
9 increased costs incurred by the law enforcement agency as a result of the assignment of the
10 SROs.
- 11
- 12 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
13 of the Director.
- 14
- 15 5. In the event that more than one SRO is assigned to a school system, the law enforcement
16 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
17 duties of the senior SRO, however designated, shall include, but not be limited to, the
18 following:
 - 19 a. To represent and carry out the policies of the law enforcement agency assigning the
20 SROs.
 - 21 b. To supervise the SROs in the performance of their duties;
 - 22 c. To consult with the Director regarding the best use of the available resources for school
23 policing; and
 - 24 d. To resolve disputes between the SROs and students or faculty members.
- 25
- 26 6. The memorandum may be effective for any length of time, including continuing until
27 terminated by the parties, and may contain any reasonable notice requirement for the
28 termination of the memorandum. However, the memorandum shall contain a provision
29 allowing the Director to suspend the active participation of the SROs in the event that the
30 Director certifies that the health, safety or wellbeing of the students or faculty members require
31 the immediate suspension.

32 **CYBERSECURITY⁴**

33 The Director of Schools/designee shall develop an administrative procedure regarding the district's
34 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
35 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)

Cross References

Visitors to the Schools 1.501

Hickman County Board of Education

	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 05/02/22
		Rescinds: 4.204	Issued: 08/02/21

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the regularly scheduled May meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 **ATTENDANCE REQUIREMENTS²**

2 Priority students, as defined by state law, shall not be required to attend summer programs.

3 Local attendance requirements are listed in the administrative procedures.

4 The Director of Schools shall be responsible for developing administrative procedures regarding the
5 attendance requirements of priority students in each program.

6 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS**

7 Students who are required to attend summer programming in order to be promoted to fourth grade shall
8 attend with a ninety percent (90%) attendance rate. Students shall attend fourteen and one half (14.5)
9 days out of the sixteen (16) days required for summer school attendance. If more days are missed,
10 students may make up a total of 1.5 days within two weeks. Missed days will be documented, and
11 options for make-up days will be provided by the summer programming committee.

12 Parents shall be provided information on the summer program attendance policy by written and verbal
13 communication.

14 The Director of Schools/designee shall develop administrative procedures regarding the documentation
15 of student attendance including make-up days and the administration of the post-test for students who
16 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9)
2. TCA 49-6-1504
3. TCA 49-6-3003

Cross References

Extended Contracts 5.112

Hickman County Board of Education

Descriptor Term:

Extracurricular Activities

Descriptor Code:

4.300

Issued Date:

06/05/22

Rescinds:

4.300

Issued:

03/02/20

- 1 The following guidelines shall be followed in administering the student activities program:
- 2 1. The Board shall initially approve each specific extracurricular activity so that proper
3 support and supervision may be assured.
4
 - 5 2. The principal, after obtaining the recommendation of the faculty and the director of schools,
6 shall determine which clubs and organizations will be permitted.
7
 - 8 3. Each student activity must be under the guidance and direction of a certificated staff
9 member.
10
 - 11 4. All student activities must have the approval of the principal.
12
 - 13 5. Student activities occurring before or after regularly scheduled school hours must be under
14 the supervision of the principal or his/her designee.
15
 - 16 6. Secret organizations shall not be operated in any school.
17
 - 18 7. A student shall not be required to attend a school-sponsored student activity that is
19 scheduled at a time which conflicts with his religious practices.¹
20
 - 21 8. School-sponsored student activities during vacation periods shall be restricted to regularly
22 scheduled athletic programs and major events which cannot be scheduled otherwise.
23
 - 24 9. Student groups shall not participate in state or national activities which are not listed as
25 approved activities by regional accrediting associations or state and national principals'
26 associations without the approval of the director of schools.
27
 - 28 10. A student on out-of-school suspension shall not be permitted to participate in school-
29 sponsored activities.
30
 - 31 11. Activities which restrict participation because of race, color, religion, sex, disabilities, or
32 national origin are forbidden.²
33
 - 34 12. Activities sponsored by outside groups or agents will be approved only if they are co-
35 sponsored by the school.
36

1 **STUDENT CLUBS & ORGANIZATIONS³**

2 All students under the age of eighteen (18) shall present a signed and dated statement from their
3 parent/guardian before joining any club or organization or participating in activities of a club or
4 organization. The Director of Schools shall develop administrative procedures outlining this
5 recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41
3. Public Acts of 2023, Chapter No. 353

Cross References

- Special Use of School Vehicles 3.402
- Interscholastic Athletics 4.301
- Field Trips and Excursions 4.302
- Attendance 6.200

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Student Surveys, Analyses, and Evaluations	6.4001	06/05/23
		Rescinds:	Issued:
		6.4001	04/05/21

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the
2 project is viewed as contributory to a greater understanding of the teaching-learning process, the
3 project does not violate the goals of the Board, and the disruption of the regular school program is
4 minimal. The director of schools shall develop administrative procedures for approving requests for
5 conducting surveys, analyses, or evaluations by agencies, organizations or individuals. The requests
6 shall outline what is to be done, who is to be involved and how the results will be used and
7 distributed.¹

8 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
9 notified of their ability to review the materials. Such notification shall include information indicating
10 the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The
11 survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18)
12 whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who
13 is eighteen (18) years of age or older may participate after he/she provides written, informed, and
14 voluntarily signed consent. The Director of Schools shall develop procedures for granting such
15 parental requests.¹

16 The director of schools shall develop procedures for granting such parental requests and to implement
17 the other provisions of this policy.¹

18 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
19 reveals information concerning:^{1,2}

- 20 1. mental or psychological problems of the student or the student's family;
- 21 2. sexual behavior or attitudes;
- 22 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 23 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 24 5. legally privileged relationships;
- 25 6. income; or
- 26 7. the collection of student biometric data involving the analysis of facial expressions, EEG brain
27 wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood
28 volume, posture, and eye-tracking³

29 without the prior consent of the student (if the student is an adult or emancipated minor), or in the case
30 of an unemancipated minor, without the prior written consent of the parent.⁵

31 The collection of the following student data is strictly prohibited:⁴

- 1 1. political affiliation or voting history;
- 2 2. religious practices; and
- 3 3. firearm ownership.

4 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING⁵**

5 In general, the district will not collect, disclose or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that
7 purpose.

8 If any collected information is to be marketed or sold, parents will be directly notified at least annually
9 at the beginning of the school year of the specific or approximate dates when such information will be
10 collected. Parents, upon request, may inspect any instrument used to collect personal information for
11 the purpose of marketing or selling that information before the instrument is administered or
12 distributed to the student. All parents and students of appropriate age may decline to provide the
13 information requested.

14 This portion of the policy does not apply to the collection, disclosure or use of personal information
15 collected from students for the exclusive purpose of developing, evaluating or providing educational
16 products or services for or to students or educational institutions to the extent allowed by law, such as
17 the following:⁴

- 18 1. College or other postsecondary education recruitment or military recruitment.
- 19 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 20 3. Tests and assessments used by elementary schools and secondary schools to provide
21 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
22 students (or to generate other statistically useful data for the purpose of securing such tests
23 and assessments) and the subsequent analysis and public release of the aggregate data from
24 such tests and assessments.
- 25 4. The sale by students of products or services to raise funds for school-related or education
26 related activities.
- 27 5. Student recognition programs.

Legal References

Cross References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
 2. 20 USCA § 1232h
 3. TCA 49-1-706
 4. TCA 49-1-705
 5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)
- Testing Programs 4.700

Hickman County Board of Education

Descriptor Term: Physical Examinations and Immunizations	Descriptor Code: 6.402	Issued Date: 06/05/23
	Rescinds: 6.402	Issued: 08/02/21

1 PHYSICAL EXAMINATIONS¹

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering school for the first time. This applies to kindergarten, first grade and other
4 students for whom there is no health record; and
5
- 6 2. Participation as a member of any athletic team or in any other strenuous physical activity
7 program.

8 Cost of the examination shall be borne by the parent or guardian of the student. These records shall be
9 on file in the principal's office.
10

11 Screening tests as recommended by the Tennessee Department of Education and the Department of
12 Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that
13 indicates a condition that might interfere with the student's progress. Parent(s)/guardian(s) may excuse
14 their student from participating in health screenings that are part of a coordinated school health
15 program by submitting a request in writing to the school nurse, instructor, school counselor, or
16 principal.³

17 In general, the school district will not conduct physical examinations of a student without parental
18 consent to do so or by court order, unless the health or safety of the student or others is in question.³

19 IMMUNIZATIONS

20 No students entering school, including those entering kindergarten or first grade, those from out-of-
21 state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of
22 immunization, as determined by the Commissioner of Public Health. It is the responsibility of the
23 parents or guardians to have their children immunized and to provide such proof to the principal of the
24 school which the student is to attend.⁴
25

26 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,
27 written statement that such measures conflict with the one of the following:
28

- 29 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an
30 epidemic, except in the event of a COVID-19 or any variant outbreak;⁵ or
- 31 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
32 him/her from the immunization.⁶
33

- 1 Proof of exceptions will be in writing and filed in the same manner as other immunization records.
2 The Director of Schools shall ensure that appropriate immunization records are maintained for each
3 student.
- 4 A list of transfer students shall be kept at each school throughout the school year in order that their
5 records can be monitored by the Department of Health and Environment.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. Public Acts of 2023, Chapter No. 353;Tennessee School Health Screening Guidelines,
https://www.tn.gov/content/dam/tn/education/esh/esh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Hickman County Board of Education

Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 01/09/23
	Rescinds: 4.403	Issued: 11/07/22

1 *General*

2 The Director of Schools shall be responsible for library collection development. Library materials shall
3 be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the
4 following criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access
8 them. The determining factor will be based on an assessment of any mature themes or content
9 (i.e., violence, sexual content, vulgar language, substance abuse);
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 Grade level supervisors shall be responsible for periodically reviewing the district's library collection
15 in line with these established standards.

16 The Board supports principles of intellectual freedom inherent in the First Amendment of the
17 Constitution of the United States¹ and expressed in the *Library Bill of Rights* of the American Library
18 Association.

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

21 **COMPLAINTS**

22 **Tier 1**

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

- 24 1. Inform the complainant of the selection procedures and make no commitments.
25
- 26 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
27
- 28 3. Inform the principal (and other appropriate personnel).
29

1 4. Keep challenged materials available for use during the reconsideration process.
2

3 Upon receipt of the completed form, the principal shall notify the Director of Schools. The
4 principal shall request review of the challenged materials by an ad hoc materials review
5 committee within ten business days. The review committee is appointed by the principal and
6 includes certified library media personnel, representatives from classroom teachers, one or
7 more parents, and may include one or more students. The principal will inform the Director of
8 Schools of the review committee's progress.

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

- 10 1. Read, view, or listen to the contested material in its entirety;
- 11 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 12 3. Determine the extent to which the material supports the educational mission of the
13 school;
- 14 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
15 the material for its strength and value; and
- 16 5. Present recommendation to principal for further action and to the Director of Schools
17 for purposes of information.

18 **Tier Two**

19 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
20 He/she shall review the recommendation presented by the review committee along with the principal's
21 recommendation and make the determination whether the material is appropriate for the age and
22 maturity levels of the students who have access to the materials and whether the material is suitable
23 for, and consistent with, the educational mission of the school.

24 **Tier Three**

25 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
26 material to determine whether the material is appropriate for the age and maturity levels of the students
27 who have access to the materials and whether the material is suitable for, and consistent with, the
28 educational mission of the school.

29 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
30 students who have access to them or is not suitable for, and consistent with, the educational mission of
31 the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

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

Hickman County Board of Education

Descriptor Term:

Application and Employment

Descriptor Code:

5.106

Issued Date:

10/03/22

Rescinds:

5.106

Issued:

08/02/21

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the State Board of Education's database to
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which shall be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
15 with references from persons such as previous employers, college professors, and supervisors of
16 student teachers. Other information shall include whether such applicant has been dismissed for cause
17 from a school district.⁵ If previously employed by a local board of education, the applicant shall
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
21 of Education;⁶
- 22 2. Who has been identified by the Department of Children's Services as a perpetrator of child
23 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
24 to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
26 of Health, or on a similar registry in another jurisdiction;⁷
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any
28 contagious or communicable disease in such form that might endanger the health of school
29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
31 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
2 employment for cause; or
3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
7 of school children;⁸
8 2. Who has been identified by the Department of Children's Services as a perpetrator of child
9 abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat
10 to the health, safety, or welfare of children;⁷
11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
12 of Health;⁷
13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
15 employment for cause; or
16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire
19 and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of
22 employment. Upon receipt of employment notification, such person shall respond within the timeline
23 established by state law.¹² From the date of the written acceptance, such person is considered to be
24 under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; Public Acts of 2021, Chapter No. 211
7. TCA 49-5-413(e); Public Acts of 2023, Chapter No. 222
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

Orientation and Probation 5.107
Compensation Guides & Contracts 5.110
Background Investigations 5.118
Recommendations and File Transfers 5.203
Interim Employees 5.700
Qualifications and Duties of the Director of Schools 5.802

Hickman County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 08/01/22
		Rescinds:	Issued:

1 *General*

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

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

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

8 **EMPLOYMENT CONTRACTS FOR ONE YEAR**

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

- 12 ~~1. The Director of Schools of the employing district shall certify in writing that no other qualified~~
13 ~~individuals are available to fill the position;~~
- 14
- 15 ~~2. The Commissioner of Education shall certify that the employing school district serves an area~~
16 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 17
- 18 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 19
- 20 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
21 receive medical insurance coverage; and
- 22
- 23 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
24 Board for teachers with no experience filling similar positions or more than eighty-five percent
25 (85%) of the rate of compensation set by the Board for teachers with comparable training and
26 years of experience filling similar positions.

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

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

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
6
7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
8 retirement allowance;
9
10 3. The retired member's employment can't be longer than a one (1) year period; however, the
11 retired member can be reemployed for additional one (1) year periods;
12
13 4. The retired member is not drawing disability retirement benefits; and
14
15 5. The retired member can't accrue additional retirement benefits.

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

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
22 percent (5%) of the retired member's pay rate.
23

Legal References

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

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Hickman County Board of Education

Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 12/05/22
	Rescinds: 5.305	Issued: 11/02/20

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school system and anyone who has at
3 least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for
4 purposes of FMLA eligibility¹) during the previous twelve-month period.²

5 GENERAL PRINCIPLES

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

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

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

19 MATERNITY/PATERNITY LEAVE

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

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

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

10
11 Employees shall provide notice to the school district thirty (30) days prior to the intended use
12 of the leave. If the employee learns about the need for leave less than thirty (30) days in
13 advance, the employee shall give notice as soon as reasonably possible in order to be eligible
14 for the paid leave. This paid leave does not need to be taken consecutively; however, the paid
15 leave shall be used within twelve (12) months of the qualifying event. The leave shall run
16 concurrently with FMLA leave.⁶

17 **LEAVE FOR A SERIOUS HEALTH CONDITION⁷**

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

25 **LEAVE FOR MILITARY FAMILY MEMBERS**

26 1. *Qualifying Exigency Leave⁸* - Eligible employees are entitled to up to twelve (12) workweeks of leave
27 because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of
28 the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call
29 to active duty, or has been notified of an impended call to active duty status, in the Armed Forces.

30 Qualifying exigencies may include:

- 31 a. issues arising from the service member’s short notice deployment;
- 32 b. military events and related activities (e.g. official ceremonies, support programs);
- 33 c. making or updating financial and legal arrangements, attending counseling;
- 34 d. taking up to fifteen (15) days leave to spend time with a covered service member who is on
35 short-term rest and recuperation leave during deployment; or
- 36 e. attending post-deployment activities.

37
38 2. *Military Caregiver Leave⁹*- An eligible employee who is the spouse, son, daughter, parent, or next of kin
39 of a covered service member or covered veteran with a serious injury or illness is entitled to up to
40 twenty-six (26) workweeks of leave in a “single twelve (12) month period.” A covered service member
41 is a current member of the Armed Forces, including a member of the National Guard or Reserves, who
42 is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is
43 otherwise on the temporary disability retired list, for a serious injury or illness.
44

1 A covered veteran is an individual who was a member of the Armed Forces at any time during the
2 period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a
3 serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.
4

5 The calculation of this 5-year period shall not include the interval of October 28, 2009 through March 8,
6 2013. The "single twelve (12) month period" for leave to military caregiver leave begins on the first
7 day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is
8 limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service
9 member. The maximum of twenty-six (26) workweeks may include no more than twelve (12)
10 workweeks of leave that is taken for the birth and care of a newborn child, for placement of a child for
11 adoption or foster care, for care of a parent who has a serious health condition, or for the employee's
12 own serious health condition.

13 **INTERMITTENT LEAVE**¹⁰

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

23 **RESTRICTIONS**

24 1. Notice Requirements

- 25 a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the director of schools
26 with at least thirty (30) days written notice before the beginning of the anticipated leave.
27
- 28 b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the
29 director of schools/ designee shall notify the employee within three (3) business days (absent
30 extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation
31 leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA
32 leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed
33 in writing, no later than the following pay day.¹³
34

35 2. Certification Requirement¹⁴

- 36 a. The director may require that a request for leave be supported by certification issued by a health
37 care provider with the following information:
38 i. the date on which the serious health condition commenced;
39 ii. the probable duration of the condition;
40 iii. the appropriate medical facts within the knowledge of the health care provider
41 regarding the condition; and
42 iv. a statement that the eligible employee is needed to care for the son, daughter, spouse, or
43 parent and an estimate of the amount of time that such employee is needed.
44
- 45 b. If there is any reason to doubt the validity of the certification provided, the director may require,
46 at the expense of the school system, an opinion of a second health care provider.
47

1 3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- 2 a. If leave is taken more than five (5) weeks prior to the end of the term, the director of schools
3 may require the employee to continue taking leave until the end of the term if the leave is at
4 least three (3) weeks of duration and the return of employment would occur during the three (3)
5 week period before the end of the term.
6
7 b. If the leave is taken five (5) weeks prior to the end of the term, the director of schools may
8 require the employee to continue taking leave until the end of the term if the leave is greater
9 than two (2) weeks duration and the return to employment would occur during the two (2) week
10 period before the end of the term.

11 **REQUIREMENTS OF THE BOARD**¹⁶

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

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Hickman County Board of Education

Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 12/05/22
	Rescinds: 5.307	Issued: 10/05/20

1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault
2 or other violent criminal acts committed in the course of the teacher's employment duties, shall receive
3 ~~workers' compensation or comparable benefits without loss of accumulated or granted sick, personal or~~
4 ~~professional leave~~ his/her full salary and full benefits until the teacher is released by his/her physician
5 to return to work or his/her physician determines the teacher is permanently unable to return to work. If
6 the teacher receives workers' compensation or other similar benefits, the Board shall pay the difference
7 between that amount and the teacher's full salary.¹

8 ~~The school system shall continue to pay the teacher's full benefits including, but not limited to health~~
9 ~~insurance benefits, until the earlier of the date on which the teacher is released by the teacher's~~
10 ~~physician to return to work or the date on which the teacher is determined by the teacher's physician to~~
11 ~~be permanently disabled from returning to work.~~²

12 A signed statement listing the cause of the absence shall be provided by the employee on forms
13 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
14 of all claims. A certificate from the physician on forms furnished by the director of schools may also
15 be required to verify the extent of the injury.²

16

Legal References

1. TCA 49-5-714(a) ; Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Hickman County Board of Education

Descriptor Term:

Staff Rights & Responsibilities

Descriptor Code:

5.600

Issued Date:

03/06/23

Rescinds:

5.600

Issued:

11/02/20

1 In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the
2 educational welfare of students and ensure that no conflict exists with their actual duties.

3 Each staff member has the right to:

- 4 1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;¹
- 5 2. Academic freedom within the confines of state law and board policy in order to create an
6 atmosphere of freedom in the classroom;

7 Educators have the right to:²

- 8 1. Be treated with civility and respect as well as having his/her professional judgement and
9 discretion respected;
- 10 2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or
11 appropriate agencies;
- 12 3. Provide students with a safe environment;
- 13 4. Defend themselves and their students from physical violence or harm;³
- 14 5. Share information regarding a student's educational experience, health, or safety with the
15 student's parent(s)/guardian(s) unless otherwise prohibited;⁴
- 16 6. Review all instructional material or curriculum before being utilized by students; and
- 17 7. Not be required to use his/her personal money to appropriately equip a classroom.
- 18 8. Report students who commit offenses of assault and battery or vandalism on school property
19 endangering the life, health, or safety of others pursuant to state law;⁵ and
- 20 9. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to
21 a physical assault or other violent criminal act committed during the course of employment.⁶

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31 Each staff member has the responsibility to:

- 1 1. Make themselves familiar with and abide by, the laws of the state as these affect their work,
2 the policies of the board and the procedures designed to implement them;
- 3 2. To adhere to the Teacher Code of Ethics;⁷
- 4 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
5 students and the students' right to know;
- 6 4. Be courteous and helpful in interacting and responding to parents, visitors and members of the
7 public;
- 8 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
9 state board regulations, board policy and administrative procedures; and
- 10 6. Wear appropriate dress for work according to board guidelines and local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804

4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Staff-Student Relations 5.610
Ethics 5.611

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 03/06/23
		Rescinds: 6.200	Issued: 11/07/22

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

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

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

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

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

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

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

7 The principal shall be responsible for ensuring that:⁶

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

18 **TRUANCY**

19 *General*

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

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

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

35 *Progressive Truancy Intervention Plan*⁸

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

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

3 **Tier I**

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

- 7 1. A conference with the student and the student's parent/guardian;
8
- 9 2. An attendance contract, based on the conference, signed by the student, the parent/guardian,
10 and an attendance officer. The contract shall include:
 - 11 a. A specific description of the school's attendance expectations for the student;
 - 12 b. The period for which the contract is effective. The term of the contract must not exceed
13 ninety (90) school days or continue beyond the last day of the semester, whichever
14 comes first; and
 - 15 c. Penalties for additional absences and alleged school offenses, including additional
16 disciplinary action and potential referral to juvenile court; and
17
- 18 3. Regularly scheduled follow-up meetings to discuss the student's progress.
19

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

22 **Tier II**

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

26 **Tier III**

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

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

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

1 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY**⁹

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

- 8 1. Student's name and personal identification number;
- 9
- 10 2. Student's grade;
- 11
- 12 3. The dates of the student's absence;
- 13
- 14 4. The reason for the student's absence; and
- 15
- 16 5. The signatures of the student and parent/guardian.

17 **RELEASED TIME COURSE**¹⁰

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

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

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

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

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

30 **MAKE-UP WORK**

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

34 A grade of incomplete will be received for any work missed until the work is completed. A student
35 may have up to three (3) days to make up work from a single absence and up to five (5) days to make
36 up work from an absence longer than a single day. It is the student's responsibility to make

1 arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be
2 recorded for the assignments.

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

6 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

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

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

14 **CREDIT/PROMOTION DENIAL**

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

- 18
- 19 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
20 to excessive absenteeism.
- 21 2. Procedures in due process are available to the student when credit or promotion is denied.

22 **DRIVER'S LICENSE REVOCATION²**

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

25 **ATTENDANCE HEARING¹²**

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

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

 Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022, Chapter No. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130
12. TRR/MS 0520-01-02-.17(7)

 Cross References

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

Hickman County Board of Education

Descriptor Term:

Home Schools

Descriptor Code:

6.202

Issued Date:

03/06/23

Rescinds:

6.202

Issued:

08/02/21

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

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

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

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

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

- 11 1. Special needs courses are being taught which require services unavailable to the home school
12 student;
13
14 2. These services cannot be provided through any means other than the public schools;
15
16 3. Requests for services are made known by the home school parent when notice is given to the
17 director of schools of the intent to conduct a home school;
18
19 4. The director of schools investigates request and make recommendations to the Board;
20
21 5. No overcrowding, additional expenses, including providing transportation, or other special
22 situations which interfere with the normal operation of the school system shall be incurred;
23 and
24
25 6. Approval by the Board on a case-by-case basis.

26 The director of schools, through the attendance supervisor, shall have the attendance records of the
27 home school inspected at least two (2) times each school year in order to provide assistance in
28 implementing the Compulsory Attendance Law.

29 **Student Performance⁶**

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

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Hickman County Board of Education

Descriptor Term: Code of Behavior and Discipline Procedures	Descriptor Code: 6.313	Issued Date: 05/01/23
	Rescinds: 6.313	Issued: 03/07/22

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):⁸

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 1/2 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.

Threat of mass violence on school property or at a school-related activity*

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
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

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

Hickman County Board of Education			
	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 04/03/23
		Rescinds: 6.309	Issued: 02/01/21

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated:¹

3 **WEAPONS & DANGEROUS INSTRUMENTS**

4 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school
5 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school
6 grounds at a school-sponsored activity, function or event.

7 Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or
8 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily
9 injury or anything that in the manner of its use or intended use is capable of causing death or serious
10 bodily injury.

11 Violators of this section shall be subject to suspension and/or expulsion from school.

12 *Firearms (as defined in 18 U.S.C. § 921)²*

13 In accordance with state law, any student who brings or possess a firearm on school property shall be
14 expelled for a period of not less than one (1) calendar year. The director of schools shall have the
15 authority to modify this expulsion requirement on a case-by-case basis.⁶

16 **DRUGS³**

17 In accordance with state law, any student who unlawfully possesses any drug including any controlled
18 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The
19 director of schools shall have the authority to modify this expulsion requirement on a case-by-case
20 basis.⁶

21 **ASSAULT^{4,5}**

22 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102
23 upon any teacher, principal administrator, any other employee of the school or school resource officer
24 or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or
25 SRO shall be expelled for a period of not less than one (1) calendar year. The director of schools shall
26 have the authority to modify this expulsion requirement on a case-by-case basis.⁶

1 ELECTRONIC THREATS

2 In accordance with state law, any student who transmits by an electronic device any communication
3 containing a credible threat to cause bodily injury or death to another student or school employee and
4 the transmission of such threat creates actual disruptive activity at the school that requires
5 administrative intervention shall be expelled for a period of not less than one (1) calendar year. The
6 director of schools shall have the authority to modify this expulsion requirement on a case-by-case
7 basis.⁶

8 Threats of mass violence on school property or at a school-related activity.⁶

9 NOTIFICATION

10 When it is determined that a student has violated this policy, the principal of the school shall notify the
11 student's parent or guardian and the criminal justice or juvenile delinquency system as required by
12 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; Public Acts of 2023, Chapter No. 299

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

7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

Hickman County Board of Education

Descriptor Term: Corporal Punishment	Descriptor Code: 6.314	Issued Date: 05/01/23
	Rescinds: 6.314	Issued: 03/01/21

1 1. The principal or assistant principal may use corporal punishment in a reasonable manner
2 against a student for good cause in order to maintain discipline and order within the public
3 schools in accordance with the following guidelines:¹ Corporal punishment shall be
4 administered only after other less stringent measures have failed or if the conduct of a student is
5 of such nature that corporal punishment is the only reasonable form of punishment under the
6 circumstances; Prior to administering the punishment, the student's teacher or principal shall
7 document that he/she has:

8 a. Acted to address the student's behavior;

9 b. Provided consequences to the student to address the behavior;

10 c. Consulted with the student's parent/guardian; and

11 d. Considered the need to conduct an evaluation to determine whether the student has a
12 disability per federal law.²

13
14
15 2. The instrument to be used shall be approved by the principal;

16
17 3. Corporal punishment shall be administered in the presence of another professional employee;

18
19 4. The nature of the punishment shall be such that it is in proportion to the gravity of the offense,
20 the apparent motive and disposition of the student, and the influence of the student's example
21 and conduct on others;

22
23 5. Corporal punishment shall only be administered when the school has received written parental
24 permission and followed procedures for the appropriate grade band.

25 GRADES K – 8:

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

1 **GRADES 9 – 12:**

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

4 **STUDENTS WITH DISABILITIES**

5 If a student has a disability, corporal punishment shall be administered only when the school has
6 received written parental permission. The parental permission must include the type of corporal
7 punishment that is allowed and the circumstances under which it is permitted. This information will be
8 kept on file at the school. It may be revoked at any time. The principal shall notify the
9 parent(s)/guardian(s) any time corporal punishment is used.

10 A disciplinary record shall be maintained and shall contain the name of the student, the type of
11 misconduct, the type of corporal punishment administered, the name of the person administering the
12 punishment, the name of the witness present, and the date and time of the punishment.

13 Disciplinary records shall be filed in the school office and made available to parent(s)/guardian(s) or
14 students, whichever is appropriate.

15 The Director of Schools shall develop administrative procedures to implement this policy, including
16 applicable recordkeeping and reporting requirements.

Legal References

1. TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402
2. 20 USCA § 1400 et. seq.; Public Acts of 2023,
Chapter No. 275

Cross References

Code of Behavior and Discipline 6.300
Student Records 6.600

Hickman County Board of Education

Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 08/02/21
	Rescinds: 6.319	Issued: 03/01/21

1 *General*

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

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

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

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

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

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

27 **ASSIGNMENT³**

28 The Director of Schools/designee is not required to assign a student to the alternative school or
29 program if the student committed one of the following:

- 30 1. A zero tolerance offense;⁴ or

1 2. ~~An offense of violence or threatened violence, or an offense that threatened the safety of~~
2 ~~other students at the school, if the location of the alternative school or program is on the same~~
3 ~~grounds as the school from which the student was disciplined.~~⁵ An offense of violence or
4 threatened violence, or an offense that threatened the safety of other students at the school if the
5 location of the alternative school or program is on the same grounds as the school from which
6 the student was disciplined or assigning the student to that location would endanger the safety
7 of the students or staff.⁵

8 Prior to the assignment of the student to an alternative school program, the director of schools/designee
9 shall provide written notice to the student's parent/guardian stating the reason for the student's
10 placement.⁶

11 Placement in an alternative education setting shall be reserved for students who significantly disrupt
12 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
13 suspected of having a disability, all state and federal laws, rules, and regulations related to special
14 education shall be followed. The director of schools/designee shall develop procedures regarding
15 placement of students in the program, taking in to consideration the impact of exclusionary discipline
16 practices.⁷

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

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

21 **REMOVAL⁸**

22 A student may be removed from the alternative school or program if:

- 23 1. He/she violates the rules of the alternative school or program; or
- 24 2. He/she is not benefitting from the assignment and all interventions have been exhausted
25 unsuccessfully.

26 **ADDITIONAL OFFENSES⁹**

27 Any new disciplinary offense committed during a student's original suspension or expulsion period
28 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
29 original suspension or expulsion.

30 **TRANSITION PLANS¹⁰**

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

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229; Public Acts of 2023, Chapter No. 279
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

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



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

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

1st Reading:

Policy 1.102 - Board Members

Public Chapter 114 requires acceptance of GED, HiSET, and other types of high school equivalency credentials approved by the State Board of Education.

Policy 1.106 - Code of Ethics

A new change to state law, Public Chapter 37, requires local Boards of Education to notify the Tennessee Ethics Commission of the primary person responsible for administering and enforcing their ethical standards. The Board has discretion as to implementation and could select a different individual to be in charge of this reporting.

Policy 1.400 - School Board Meetings

Public Chapter 350 creates additional opportunities for board members to attend board meetings electronically. Now, board members will be able to use this method of attendance for two additional reasons: (1) if they are sick or in a period of convalescence on the advice of a healthcare professional; and (2) due to inclement weather.

Policy 1.402 - Notification of Meetings & Policy 1.404 - Appeals to and Appearances Before the Board- Already have in place in 1.404

State law, Public Chapter 300, now requires that notice of board meetings include information on how individuals may provide public comment on agenda items. Additionally, each board meeting with actionable items on the agenda is required to have a time dedicated to public comment. The law allows Boards to establish reasonable restrictions on the length of the comment period, number of speakers, and the length of time per speaker. This is an area in which Boards have significant flexibility, and TSBA encourages modifying their model policy to meet local needs.

Policy 3.202 - Emergency Preparedness Plan

Policy 3.204 - Threat Assessment Team- Already have a policy on this

Policy 3.205 - Security

A new law that affects many aspects of school safety (Public Chapter 367) requires several policy changes. This new legislation requires an armed intruder drill, an incident command drill, and an emergency safety bus drill (policy 3.202) as well as a policy on threat assessment teams (policy 3.204). Many Boards currently maintain a policy on threat assessment teams, however, this new

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legislation requires that all Boards have a policy on this topic. There is also now a requirement for all exterior doors to remain locked during school hours. For events occurring after school hours, Boards can choose to create a local plan on how to admit community members. TSBA has updated model policy 3.205 with information about the default practice found in the new legislation. Per state law, this default practice will be in effect if the Board does not include an alternate local plan.

Policy 4.204 - Summer Instructional Programs

State Board of Education Policy 3.300 - Promotion and Retention was updated during the State Board of Education's May meeting. This policy change requires local Boards of Education to include additional information on make up days for summer programs in their policies.

Policy 4.300 - Extracurricular Activities

Policy 6.4001 - Student Surveys, Analyses, and Evaluations

Policy 6.402 - Physical Examinations and Immunizations

Public Chapter 353 includes new options for parents/guardians regarding certain extracurricular activities and district actions. Specifically, this new law: (1) requires parents/guardians to opt-in before their minor child joins a school club or participates in the activities of a club; (2) requires parents/guardians to opt-in before a minor child participates in a non-instructional survey, analysis, or evaluation; and (3) gives parents/guardians the ability to opt-out of health screenings conducted as part of the coordinated school health program.

Policy 4.403 - Library Materials

A new state law, Public Chapter 472, changes the process for school districts to respond to challenged library materials. Previously, state law required that all complaints proceed to the Board of Education. This new law includes flexibility for districts by permitting the Board to create a process with several tiers of review. Please note that Boards may revise this model language to align with local standards. TSBA encourages reaching out to their local board attorney if there are legal concerns.

Policy 5.106 - Application and Employment

School districts are prohibited from hiring individuals on Tennessee's Department of Children's Services list of perpetrators of child abuse and those on the registry of abuse of vulnerable persons maintained by the Department of Health. A change to state law, Public Chapter 222, clarifies that districts may not hire individuals who appear on similar lists maintained by other states.

Policy 5.119 - Employment of Retirees

Due to ongoing teacher shortages, the General Assembly passed Public Chapter 425 which allows more flexibility in hiring retirees. This change allows retirees to work as substitutes beyond the typical 120 day contract and permits retirees to serve as regular classroom teachers on an ongoing basis.

Policy 5.302 - Sick Leave- HCSS does not operate a sick leave bank

For districts that operate sick leave banks, state law contains restrictions on how those days can be used by employees. Public Chapter 151 adds additional options for employees by creating an option to use this time to care for minor children in addition to being used for the employee's own illness.

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2nd reading:

3.218.2- Use of AKC trained Dogs- New policy

6.319 Alternative Education- change to reflect grades 1-12 on line 2 of page 1

Up for Review:

6.409 Reporting Child Abuse

6.410 Accidnets and Illnesses

6.411 Student Wellness

6.413 Prevention and Treatment of Sports Related Concussions

6.414 Prevention and Treatment of Sudden Cardiac Arrest

6.415 Student Suicide Prevention

6.500 Special Education Students

6.501 Married and/or Pregnant Students

6.502 Foreign Exchange Students

6.503 Homeless Students

6.504 Migrant Students

6.505 Students in Foster Care

6.506 Students from Military Families

2.805 Purchasing

2.806 Bids and Quotations

2.808 Purchase Orders and Contracts

2.809 Vendor Relations

2.810 Payment Procedures

2.900 Student Activity Funds Management

Informational Items

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

Public Chapter 111 - Use of Remote Instruction

This law allows districts with virtual schools to contract with other districts to provide remote instruction to students who have been suspended or expelled.

View this Public Chapter 111 by [clicking here](#).

Public Chapter 165 - Transfer Students

Public Chapter 165 requires that school districts treat transfer students and home school students who enroll or re-enroll in the district the same as other students. Specifically, this law addresses student access to academic and arts programs, clubs, and events offered by the district.

View this Public Chapter 165 by [clicking here](#).

Public Chapter 269 - Testing for Credit

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Policy 5.305 - Family Medical Leave

Public Chapter 399 gives employees who are required by law to hold a valid license of qualification for employment and who have been employed with the school district for at least twelve consecutive months six weeks of paid leave that can be used after the birth, stillbirth, or adoption of a newly placed minor child. This leave must be used within twelve months of the qualifying event and does not have to be used consecutively. Additionally, this leave counts towards federally granted leave under the Family Medical Leave Act. TSBA has added a provision on this new option to their model policy.

Policy 5.307 - Physical Assault Leave

A new state law, Public Chapter 343, clarifies that teachers will receive their full salary while on leave due to a physical assault.

Policy 5.600 - Staff Rights & Responsibilities

Teachers are now required to report students who commit certain offenses on school property that endanger the life, health, or safety of others per Public Chapter 153.

Policy 6.200 - Attendance

Boards can award credit to students who take released time courses pursuant to the conditions outlined in their board policy. Previously, Boards could award one-half credit. Public Chapter 130 now allows Boards to offer one full credit for these courses. Please note that this is optional for Boards.

Policy 6.202 - Home Schools

Public Chapter 114 requires the acceptance of GED, HiSET, and other types of high school equivalency credentials approved by the State Board of Education. TSBA has updated their model policy to include these other types of credentials in accordance with state law. Additionally, Public Chapter 296 removes the requirement that parents of home school students provide proof of immunizations.

Policy 6.300 (6.313 for HCSS) - Code of Conduct & Policy 6.309 - Zero Tolerance Offenses

A new zero tolerance offense has been added to state law. Public Chapter 299 adds threats of mass violence to the list of offenses punishable by a one year expulsion.

Policy 6.314 - Corporal Punishment

Boards have discretion as to whether corporal punishment is used in the district. If this is a disciplinary option, a new state law (Public Chapter 275) requires further actions be taken before corporal punishment occurs.

Policy 6.319 - Alternative Education

Public Chapter 279 provides an additional statutory reason that a Director of Schools could require a student to serve a suspension at home rather than on school property. This change to state law allows the Director of Schools discretion if assigning the student to an alternative school or program may endanger the safety of the students or staff.

Students will now be allowed to test out of certain courses per Public Chapter 269. For courses with no end of course exam, high school students will be able to receive credit for the class if they earn a qualifying score on the exam. The school district will determine the score needed for these exams. This will be an option after the State Board of Education approves a list of eligible courses. We will be monitoring forthcoming State Board action and update our model policy based on those changes.

View Public Chapter 269 by [clicking here](#).

Public Chapter 280 - PE Endorsement Exemption

Under this change to state law, the Commissioner has the authority to grant an endorsement exemption for a teacher to teach a physical education class. In order to receive the exemption, the Director of Schools must certify to the Commissioner that no qualified teacher is available to teach the class.

View this Public Chapter 280 by [clicking here](#).

Public Chapter 437 - Payroll Deductions

School districts may no longer deduct dues from an employee's paycheck on behalf of a professional employees' organization per this new state law.

View this Public Chapter 437 by [clicking here](#).

Public Chapter 438 - Implicit Bias Training

A change to state law, Public Chapter 438, prevents a school district from requiring employees to complete or participate in implicit bias training. This new law also prohibits a school district from taking an adverse employment action against an employee for failure to undergo such training.

View this Public Chapter 438 by [clicking here](#).

Public Chapter 448 - Use of Pronouns

Public Chapter 448 clarifies that school district employees are not required to use a student's preferred pronoun if it is inconsistent with the student's biological sex. Further, school districts are not civilly liable if the employee refuses to use the preferred pronoun.

View this Public Chapter 448 by [clicking here](#).

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <u>Use of AKC-trained Dogs</u> <u>AKC Trained Dogs and Service Animals in Schools</u>	Descriptor Code: 3.218.2	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

General:

The Hickman County School District recognizes the importance of creating a positive and supportive learning environment for all students, staff members, and visitors. ~~We believe that~~ ~~the~~ presence of an AKC (American Kennel Club) trained dog can provide numerous benefits to our school community, including enhancing the school culture, increasing attendance, and boosting morale among students and staff members. This policy outlines the guidelines for the use of an AKC trained dog in each school in the Hickman County School District.

Policy:

- ~~A staff member or other individual may volunteer to serve as the handler of one AKC trained dog~~ Each school in the Hickman County School District may have an AKC trained dog on the premises to support the school culture, encourage attendance, and boost morale among students and staff members. There shall be a limit of one dog per school campus. ~~The dog handler must apply to the Principal and Director of Schools for approval and must reapply every 5 years. The Director of Schools shall approve each application on a case-by-case basis and shall provide notification to the Board when an application is approved.~~
 - The dog must be trained and certified by the American Kennel Club (AKC) as a good citizen.
 - The dog handler must ~~have be a staff member or volunteer who has~~ completed a dog safety training program approved by the school district.
 - The dog must be current on all vaccinations and have regular check-ups by a licensed veterinarian. The dog must be at least two years of age.
 - The dog must be clean, well groomed, in good health, and housebroken.
 - The dog must be on a leash at all times while on school premises.
 - The dog may only interact with students or staff members with permission from the dog handler and under the supervision of the dog handler or a designated school staff member.
 - A permission form letter will be sent home at the start of each school year for parents and guardians to ~~inform school personnel of check for~~ allergies ~~or cynophobia (extreme fear of dogs) and/or to and~~ express any other concerns regarding the school dog.
- ~~The school district will provide accommodations for students with disabilities who require the use of a service dog in compliance with federal laws, including the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA).~~

9. ~~9.~~ The school district shall not be responsible for any injuries or damages caused by the dog. The dog handler will be responsible for any damages caused by the dog.
10. ~~10.~~ The use of all AKC trained dogs in the Hickman County School System will be managed and overseen by the Coordinated School Health Program. ~~The dog handler must apply to the Principal and Director of Schools for approval, and reapply every 5 years. The Director of Schools shall approve each dog on a case by case basis, and provide notification to the Board when approved.~~

Supervision and Care

The Handler is ~~solely~~ responsible for the supervision and care of the dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for an AKC trained dog.

Authorized Area(s)

The Handler shall only allow the dog to be in areas in school buildings or on school property that are authorized by Coordinated School Health and ~~shall not be in areas where a student may be made unsafe based on concerns noted by a parent or guardian. noted a concern or allergy on the permission form.~~ Employees may also notify their principal or supervisor of allergies or other reasons the dog should be excluded from their areas of work. Visitors to campus will be notified of the dog's presence on campus.

Insurance

The Hickman County School system provides liability coverage for injuries sustained by the dog through HCSS insurance provider.

Exclusion and Removal from School

A school dog may be excluded from school property and buildings if:

1. A Handler does not have control of the dog;
2. The dog is not housebroken;
3. The dog presents a direct and immediate threat to others in the school; or
4. The animal's presence otherwise interferes with the educational process.

The Handler shall be required to remove the dog from school premises immediately upon such determination by the Principal.

Allergic Reactions

If any student or school employee assigned to a classroom in which a dog is permitted suffers an allergic reaction, the Handler will ~~be required to immediately~~ remove the animal to a different location.

Federal Laws Regarding Service Dogs for Students with Disabilities:

The Hickman County School District is committed to complying with federal ~~and state~~ laws regarding service dogs for students with disabilities. The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) require schools to make reasonable accommodations for students with disabilities who require the use of a service dog. If your child requires the use of a service dog, please contact the school administration to discuss the accommodations that will be provided in compliance with relevant laws. ~~The school district will provide accommodations for students with disabilities who require the use of a service dog in compliance with federal laws, including the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA).~~

Conclusion:

The use of an AKC trained dog in the Hickman County, TN school district will provide a positive and welcoming environment for students and staff members, while also complying with all applicable laws and regulations. The district will take all necessary steps to ensure the proper care and training of the dog, as well as provide accommodations for students with disabilities who require the assistance of a Service Dog.

Hickman County Board of Education

Descriptor Term: Alternative Education	Descriptor Code: 6.319	Issued Date: 08/02/21
	Rescinds: 6.319	Issued: 03/01/21

1 *General*

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

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

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

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

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

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

27 **ASSIGNMENT³**

28 The Director of Schools/designee is not required to assign a student to the alternative school or
29 program if the student committed one of the following:

- 30 1. A zero tolerance offense;⁴ or

1 2. An offense of violence or threatened violence, or an offense that threatened the safety of other
2 students at the school, if the location of the alternative school or program is on the same grounds as the
3 school from which the student was disciplined.⁵

4 Prior to the assignment of the student to an alternative school program, the director of schools/designee
5 shall provide written notice to the student's parent/guardian stating the reason for the student's
6 placement.⁶

7 Placement in an alternative education setting shall be reserved for students who significantly disrupt
8 the educational process. If a student has an active Individualized Education Plan, a 504 plan, or is
9 suspected of having a disability, all state and federal laws, rules, and regulations related to special
10 education shall be followed. The director of schools/designee shall develop procedures regarding
11 placement of students in the program, taking in to consideration the impact of exclusionary discipline
12 practices.⁷

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

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

17 **REMOVAL⁸**

18 A student may be removed from the alternative school or program if:

- 19 1. He/she violates the rules of the alternative school or program; or
20 2. He/she is not benefitting from the assignment and all interventions have been exhausted
21 unsuccessfully.

22 **ADDITIONAL OFFENSES⁹**

23 Any new disciplinary offense committed during a student's original suspension or expulsion period
24 shall be treated as a new and separate offense. These offenses shall not constitute an extension of the
25 original suspension or expulsion.

26 **TRANSITION PLANS¹⁰**

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

Legal References

1. TCA 49-6-3402;TRR/MS 0520-01-02-.09
2. TRR/MS 0520-01-02-.09(9)(a)
3. TCA 49-6-3402(c)(1)(A)
4. TRR/MS 0520-01-02-.09(6)(a); TCA 49-6-3402(c)(1)(B)
5. Public Acts of 2021, Chapter No. 229
6. TRR/MS 0520-01-02-.09(9)(i)
7. TRR/MS 0520-01-02-.09(9)(h)
8. TCA 49-6-3402(c)(2)(A)
9. TRR/MS 0520-01-02-.09(9)(g)(2)
10. TRR/MS 0520-01-02-.09(9)(m)

Cross References

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

Hickman County Board of Education			
	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 08/01/22
		Rescinds: 6.409	Issued: 05/03/21

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
- 4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
- 5
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7
- 8 3. Supply the Coordinator with all necessary resources;
- 9
- 10 4. Ensure that all employees working directly with students annually complete the child abuse
- 11 training program required by state law.²

12 The Coordinator shall assist any employee with appropriately reporting and responding to instances of

13 child abuse or child sexual abuse.

14 **REPORTING**

15 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel

16 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed

17 immediately with the Coordinator, the Department of Children's Services (DCS), and law

18 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or

19 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement

20 prior to notifying the Coordinator.⁵

21 The report shall include, to the extent known by the reporter:⁶

- 22 1. The name, address, telephone number, and age of the child;
- 23
- 24 2. The name, telephone number, and address of the parents or persons having custody of the child;
- 25
- 26 3. The nature and extent of the abuse or neglect; and
- 27
- 28 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
- 29 abuse or neglect.

30 The Director of Schools/designee shall develop reporting procedures, including sample indicators of

31 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 CONFIDENTIALITY

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

4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

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

Hickman County Board of Education

Descriptor Term: Accidents and Illnesses	Descriptor Code: 6.410	Issued Date: 05/03/21
	Rescinds: 6.410	Issued: 02/04/19

1 Parent(s) of all students shall provide the schools with medical authorization which shall contain the
2 following information:

- 3 1. Parents' location and phone number during the school day;
- 4 2. The name, address and phone number of the student's physician(s);
- 5 3. Directions in the event that medical treatment is needed;
- 6 4. Information concerning a student's particular physical disability or medical condition.

7
8
9
10 The authorization will be required annually and will be kept on file in the principal's office.

11 If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to
12 render first-aid or ensure that it is rendered.

13 In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick
14 up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student
15 will be transported to the hospital emergency room and the physician identified by the parent(s) on the
16 emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s)
17 will continue until they are reached.

18 Principals will inform the director of schools immediately of any serious injuries suffered by students
19 while under jurisdiction of the school. A report of each accident taking place in a school will be filed in
20 the offices of both the principal and the director of schools. Forms for reporting accidents will be made
21 available from the office of the director of schools. In all accidents serious enough to require medical
22 attention or requiring the student to be taken home, or in all cases that the staff member in charge deems
23 desirable, reports will be made and filed as stated above.

24 No student will be taken and left at home or sent home unless a parent, or someone designated by the
25 parent(s), is at home to accept the responsibility of the student.

26 Parents who object to the procedures contained in this policy shall submit to the principal a written
27 emergency plan for his approval.

Hickman County Board of Education

	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 05/03/21
		Rescinds: 6.411	Issued: 01/06/20

1 The Hickman County Board recognizes the value of proper nutrition, physical activity, and other
2 health conscious practices and the impact that such practices have on student academic achievement,
3 health, and wellbeing. In order to provide an environment conducive to overall student wellness, this
4 policy shall be followed by all schools in the Hickman County School District.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement CDC's Coordinated School Health approach to managing new and existing
7 wellness-related programs and services in schools and the surrounding community based on State law
8 and State Board of Education CSH Standards and Guidelines. The district's coordinated school health
9 coordinator shall be responsible for overseeing compliance with State Board of Education CSH
10 Standards and Guidelines in the school district.

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2,3}**

12 An advisory council shall be established to serve as a resource to school sites for implementing
13 policies. The council shall consist of individuals representing the school and community, including
14 parents, students, teachers, school administrators, health professionals, school food service
15 representatives, and members of the public. The primary responsibilities of the council include but are
16 not limited to:

- 17 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations
18 as to physical activity and nutrition;
- 19 2. Ensuring all schools within the district create and implement an action plan related to all
20 School Health Index modules;
- 21 3. Ensuring results of the action plan are annually reported to the council; and,
- 22 4. Ensuring school level results include measures of progress on each indicator of the School
23 Health Index.

24 The State Board of Education's Coordinated School Health and Physical Education Policies shall be
25 used as guidance by the Council to make recommendations. The Hickman County School Board may
26 consider recommendations of the Council in making policy changes or revisions.

27 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
28 and administrators.² The Team shall hold Healthy School Team meetings during the school year to
29 assess needs and oversee planning and implementation of school health efforts.

30 The director of schools/designee will ensure compliance with the school Wellness Policy, to include an
31 assessment of the implementation of the Wellness Policy and the progress made in attaining the policy
32 goals. The assessment will be made available to the public.

1 **COMMITMENT TO NUTRITION**

2 All schools within the Hickman County District shall participate in and are committed to offering
3 school meals that are consistent with the USDA child nutrition programs, which may include but not
4 be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food
5 Service Program, and the After School Snack Program.^{4,5,6}

6 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given 10
7 minutes of breakfast and 20 minutes after sitting down for lunch to enjoy healthy meals and relax in a
8 pleasant environment. Good nutritional habits shall be encouraged. All food including vending
9 machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-
10 free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} Schools shall follow the State Child Nutrition
11 Program limit on days in which non-healthy foods may be used for fundraisers.

12 It is the intent of the Hickman County School District to protect and promote student's health by
13 permitting advertising and marketing for only those foods and beverages that are permitted to be sold
14 on the school campus, consistent with the District's wellness policy. Food and beverage marketing is
15 defined as advertising and other promotions in schools. Food and beverage marketing often includes an
16 oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage
17 product made by the producer, manufacturer, seller, or any other entity with a commercial interest in
18 the product.

19 All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School
20 nutrition standards including through: celebrations and parties, classroom snacks brought by parents,
21 rewards, and incentives.

22 The school principal/designee shall be responsible for overseeing the school district's compliance with
23 the State Board of Education Rules and Regulations for sale of food items in the school district.^{2,5,6}

24 **DISTRICT GOALS**

25 The Hickman County District will promote healthy nutrition through various activities, including
26 nutrition related newsletters, informational links on the district website, healthy eating posters and
27 bulletin boards in dining areas, and informational booths at various community functions. Nutrition
28 Education will be offered as part of a standards based program designed to provide students with the
29 knowledge and skills needed to promote and protect their health as outlined in the State Board of
30 Education Health Education and Lifetime Wellness Standards. District nutrition goals, and
31 measurement of their effectiveness, are updated annually in the state Coordinated School Health
32 report.

33 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

34 The board recognizes that physical activity is extremely important to the overall health of a child.
35 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
36 of the school program.

1 Physical Education classes shall be offered as part of a standards based program designed to provide
2 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
3 physical education classes shall comply with the State Board of Education's Physical Education
4 Standards. In addition to the district's physical education program, non-structured physical activity
5 periods shall be offered as required by law. Supervised recess/physical activity shall be offered daily to
6 all K-8 students.

7 Schools shall continue to offer after school sports and activities. Physical activity shall not be
8 employed as a form of discipline or punishment.

9 **COMMITMENT TO CURRICULUM³**

10 All applicable courses of study should be based on State-approved curriculum standards.

11 **SCHOOL HEALTH INDEX³**

12 All schools within the district shall annually administer a baseline assessment on each of the
13 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
14 Council and reported to the State Department of Education.

15 **COMPLIANCE⁸**

16 The superintendent/designee will ensure compliance with the school Wellness Policy, to include an
17 assessment of the implementation of the Wellness Policy and the progress made in attaining policy
18 goals.

19 *Recordkeeping*

20 Coordinated School Health will retain records to document compliance with the requirements of the
21 wellness policy.

22 *Annual Notification of Policy*

23 Coordinated School Health will inform families and the public each year of information about the
24 wellness policy, including updates and implementation status. This information will be made to the
25 public via district website and/or district wide communications, and actively encourage their
26 involvement.

27 *Triennial Progress Assessments*

28 Every three years, Coordinated School Health will evaluate compliance with the wellness policy to
29 assess the implementation of the policy and include:

- 30 • Compliance with the wellness policy
- 31 • How the wellness policy compares to the wellness policy assessment tool
- 32 • Description of the progress made in attaining the goals of the wellness policy, which are the
33 annual goals found in the Coordinated School Health annual report.

1 The School Health Coordinator is responsible for managing the triennial assessment. The School
2 Health Advisory Council and the individual schools will monitor schools' compliance with the
3 wellness policy. Coordinated School Health will inform families and community members of the
4 availability of the triennial assessment via district website and/or district-wide communications.

5 *Revisions and Updating the Policy*

6 The School Health Advisory Council will update or modify the wellness policy based on the results of
7 the annual School Health Index and triennial assessments. The wellness policy will be assessed and
8 updated as indicated at least every three years, following the triennial assessment. The District will
9 notify the public about the content of or any updates to the wellness policy annually through the
10 district website and/or district-wide communications.

11 *Community Involvement, Outreach, and Communications*

12 The District is committed to being responsive to community input. Hickman School District will
13 actively communicate with representatives of the School Health Advisory Council and others can
14 participate in the development, implementation, and periodic review and update of the wellness policy
15 through a variety of means appropriate for the district.

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210 and 220
7. TCA 49-6-1021
8. 7 CFR § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Hickman County Board of Education

Descriptor Term: Prevention and Treatment of Sports- Related Concussions	Descriptor Code: 6.413	Issued Date: 05/03/21
	Rescinds: 6.413	Issued: 02/04/19

1 A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order
2 to ensure the safety of students that participate in interscholastic athletics, it is imperative that student
3 athletes, coaches, and parents are educated about the nature and treatment of sports related concussions.
4 The Board recognizes that concussions can be a serious health issue and should be treated as such.

5 The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee
6 Department of Health to inform and educate coaches, school administrators, student athletes, and
7 parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These
8 guidelines and materials may be viewed on the Department of Health's website and shall be made
9 available to interested parties through the Central Office.

10 This policy shall govern all activities and those individuals involved in those activities which constitute
11 an organized athletic game or competition against another team or in practice or preparation for an
12 organized game or competition. It does not govern those activities or individuals involved in those
13 activities which are entered into for instructional purposes only or those that are incidental to a
14 nonathletic program or lesson.

15 **REQUIRED TRAINING¹**

16 The director of schools shall ensure that each school's athletic director and coaches, employed or
17 volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course. This
18 course may be accessed online at www.nfhslearn.com.

19 Prior to the annual initiation of practice or competition, the following persons must review and sign a
20 concussion and head injury information sheet approved by the Tennessee Department of Health: the
21 director of schools, licensed healthcare professionals (if appointed), each school athletic director, and
22 each coach, employed or volunteer.

23 In addition, prior to the annual initiation of practice or competition, all student athletes and their
24 parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the
25 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
26 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent (s) /
27 guardian (s), for athletes younger than eighteen (18) years of age.

28 All documentation of the completion of a concussion recognition and head injury safety education course
29 program and signed concussion and head injury information sheets shall be maintained by the director
30 of schools or his/her designee for a period of three (3) years.

1 REMOVAL FROM ATHLETICS¹

2 Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during
3 an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare
4 professional, if available, and if not, by the coach or other designated individuals.

5 No student athlete who has been removed from an athletic activity or competition due to a concussion
6 or suspected concussion shall be allowed to return to any supervised team activities involving physical
7 exertion, including games, competitions, or practices, until the student athlete has been evaluated by and
8 received written clearance on forms approved by the Department of Health from a licensed health care
9 provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor
10 (M.D.), osteopathic physician (D.O.), or a clinical neuropsychologist with concussion training or a
11 physician's assistant (P.A.) with concussion training who is a member of a health care team supervised
12 by a Tennessee licensed medical doctor or osteopathic physician.²

13 This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply
14 if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors
15 observed.

16 The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee
17 Department of Health or required by law relative to the provisions of this policy are followed and
18 implemented within each school.

Legal References

1. TCA 68-55-502
2. TCA 68-55-501

Hickman County Board of Education

Descriptor Term: Prevention and Treatment of Sudden Cardiac Arrest	Descriptor Code: 6.414	Issued Date: 05/03/21
	Rescinds: 6.414	Issued: 02/04/19

1 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly,
2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of
3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and
4 parents are educated about the nature and treatment of sudden cardiac arrest. The Board recognizes that
5 sudden cardiac arrest is a serious health issue and should be treated as such.

6 The Board adopts the guidelines and other pertinent information and forms developed by the
7 Tennessee Department of Health to inform and educate coaches, school administrators, student
8 athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These
9 guidelines and materials may be viewed on the Department of Health's website and shall be made
10 available to interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute
12 an organized athletic game or competition against another team or in practice or preparation for an
13 organized game or competition. It does not govern those activities or individuals involved in those
14 activities which are entered into for instructional purposes only or those that are incidental to a
15 nonathletic program or lesson.

16 **REQUIRED TRAINING¹**

17 The director of schools shall ensure that each school's athletic director and coaches, employed or
18 volunteer, annually complete the *National Federation of State High School Associations Elective*
19 *Course – Sudden Cardiac Arrest* online course. This course may be accessed online at
20 www.nfhslearn.com.

21 Prior to the annual initiation of practice or competition, the following persons must review and sign a
22 sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school
23 athletic director, licensed healthcare professionals (if appointed), and each coach, employed or
24 volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and their
26 parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the
27 Tennessee Department of Health. A form confirming this review shall be signed and returned by the
28 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /
29 guardian(s), for athletes younger than eighteen (18) years of age.

30 All documentation of the completion of a sudden cardiac arrest education course program and signed
31 sudden cardiac arrest information sheets shall be maintained by the director of schools or his/her
32 designee for a period of three (3) years.

1 Removal from Athletics¹

2 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest
3 during or after an athletic activity or competition shall be immediately removed for evaluation by a
4 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.
5 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained
6 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

7 Student athletes who have been removed from an athletic activity or competition shall not return to any
8 supervised team activities involving physical exertion, including games, competitions, or practices,
9 until the student athlete has been evaluated by and received written clearance on forms approved by the
10 Department of Health from a licensed health care provider for a full or graduated return.

11 Penalties¹

12 A coach found in violation of the provisions of this policy related to removal from play and return to
13 play shall be subject to the following penalties:

- 14 1. For a first violation, suspension from coaching any athletic activity for the remainder of the
15 season;
- 16 2. For a second violation, suspension from coaching any athletic activity for the remainder of the
17 season and the next season; and
- 18 3. For a third violation, permanent suspension from coaching any athletic activity.
19

Legal References

1. TCA 68-6-101, et seq.

Hickman County Board of Education

	Descriptor Term: Student Suicide Prevention	Descriptor Code: 6.415	Issued Date: 05/03/21
		Rescinds: 6.415	Issued: 02/04/19

1 The Board is committed to protecting the health and well-being of all students and understands that
2 physical, behavioral, and emotional health are integral components of student achievement. Students
3 are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students
4 will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255
5 (TALK).

6 **PREVENTION¹**

7 All district employees shall attend either the annual in-service training in suicide prevention or
8 participate in other equivalent training approved by the director of schools. The training shall include,
9 but not be limited to, identification of risk factors, warning signs, intervention and response
10 procedures, referrals, and postvention.

11 The director of schools shall identify a district suicide prevention coordinator responsible for planning
12 and coordinating the implementation of this policy. Each school principal shall designate a school
13 suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide
14 prevention and policy implementation.

15 **INTERVENTION¹**

16 Any employee who has reason to believe that a student is at imminent risk of suicide shall report such
17 belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but
18 not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a
19 student self-refers.

20 Upon notification, the principal or designee shall ensure the student is placed under adult supervision.
21 Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The
22 principal or designee shall contact the director of schools or designee as soon as practicable.

23 Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if
24 there could be further risk of harm resulting from parent/guardian notification. If parent/guardian
25 notification could result in further risk of harm or endanger the health or well-being of the student, then
26 local law enforcement and the Department of Children's Services shall be contacted.²

27 If appropriate, the director of schools or designee shall contact the student's parent/guardian and
28 provide the following information:

- 1 1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of
2 suicide;
- 3 2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that
4 emergency medical services were contacted;
- 5 3. Ask the parent/guardian whether he/she is aware of the student's mental state;
- 6 4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health
7 counseling for the student;
- 8 5. Provide the names of community mental health counseling resources if appropriate.

9 The director of schools or designee will seek parental permission to communicate with outside mental
10 health care providers regarding a student. If the student is under the age of 18 and the parent/guardian
11 refuses to seek appropriate assistance, the director of schools or designee shall contact the Department
12 of Children's Services.²

13 The director of schools or designee shall document the contact with the parent/guardian by recording:

- 14 1. The time and date of the contact;
- 15 2. The individual contacted;
- 16 3. The parent/guardian's response; and
- 17 4. Anticipated follow-up.

18 The director of schools or designee shall ensure the student is under adult supervision until a
19 parent/guardian or other authorized individual accepts responsibility for the student's safety.

20 Prior to a student returning to school, the director of schools or designee and/or principal shall meet
21 with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide
22 documentation from a mental health care provider stating that the student has received care and is no
23 longer a danger to themselves or others. The principal will identify an employee to periodically check
24 in with the student to ensure the student's safety and address any problems with re-entry.

25 **POSTVENTION¹**

26 Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis
27 Management plan. At a minimum, the Crisis Management plan shall address the following:

- 28 1. Verification of death;
- 29 2. Preparation of postvention response to include support services;
- 30 3. Informing faculty and staff of a student death;
- 31 4. Informing students that a death has occurred; and
- 32 5. Providing information on the resources available to students.

33 The Crisis Team shall work with teachers to identify the students most likely to be impacted by the
34 death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty
35 will immediately review suicide warning signs and reporting requirements. The director of schools or
36 designee shall be responsible for all media inquiries.

Legal References

1. TCA 49-6-1901, et seq.
2. TCA 37-1-403

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-
bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

Hickman County Board of Education

Descriptor Term: Special Education Students	Descriptor Code: 6.500	Issued Date: 05/03/21
	Rescinds: 6.500	Issued: 02/01/21

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

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

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

- 10 1. Personnel authorized to use isolation and restraint;
- 11
- 12 2. Training requirements for personnel working with special education students; and
- 13
- 14 3. Incident reporting procedures.⁴

Legal References

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

Cross References

Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319

Hickman County Board of Education

	Descriptor Term: Married and/or Pregnant Students	Descriptor Code: 6.501	Issued Date: 05/03/21
		Rescinds: 6.501	Issued: 02/04/19

1 Married students, pregnant students, and student-parents shall have the same educational opportunities—
2 curricular and extracurricular—as all other students.¹ They shall be expected to assume the same
3 responsibilities and abide by the same rules and regulations governing all students.²

4 These students shall be allowed to represent their school in all school activities. They shall further be
5 eligible for elected offices and for receiving school honors and awards.

6 Pregnant students must inform the guidance counselor and/or school principal once aware of being
7 pregnant in order that support services may be provided as needed. Upon verification by a physician that
8 the pregnancy has reached a stage where the health of the student will be impaired, health services will
9 be provided as for any other health-impaired student.

10 No student shall bring a dependent child to the school premises for the purpose of child care during
11 school hours.

Legal References

1. 20 U.S.C. § 1703
2. *State vs. Priest* 27 S. 2d 173 (1946); *In re Goodwin*, 39 S. 2d 731 (1949)

Cross References

Homebound Instruction 4.206

Hickman County Board of Education

	Descriptor Term: Foreign Exchange Students	Descriptor Code: 6.502	Issued Date: 05/03/21
		Rescinds: 6.502	Issued: 02/04/19

1 Any foreign student is eligible for acceptance into the foreign exchange student program, provided
2 he/she is participating through any agency endorsed by the Council on Standards for International
3 Educational Travel and is sponsored by an individual or organization and has a J-1 visa.¹ Before approval
4 by the Board, the exchange program representative must make written application on behalf of the
5 student in the local school serving the host family by June 15 for the next academic year. No foreign
6 exchange student shall be brought into the United States by the sponsor unless he/she has been accepted
7 **in writing** as a student by the director of schools/designee of the school in which he/she is to be enrolled.
8 The school may accept the student after determining the following:

- 9 1. The student will have a sufficient command of the English language to enable them to participate
10 in the general curriculum;
- 11 2. Appropriate curriculum offerings can be provided for the student; and
- 12 3. An overcrowded situation will not be further aggravated.

15 Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student
16 visa, the following documentation:

- 17 1. Citizenship;
- 18 2. Birthdate;
- 19 3. Health/immigration records, appropriate Tennessee Immunization record: i.e. green card;
- 20 4. Custody (including phone number, name and address of person responsible for the student); and
- 21 5. School records, including a transcript of academics (in English).

26 Admission requirements and all other considerations and expectations shall be the same for foreign
27 students as for United States students. Students will be accepted only in grades 9-12. No more than two
28 (2) foreign students and no more than two of the same nationality shall be placed in one school.

29 Students must have had acceptable academic achievement in their native countries and must have been
30 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange
31 students must have an adequate command of the English language and be able to function without special
32 assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade
33 level.

- 1 Each school shall name a faculty member as a student representative to serve as a liaison between the
2 school and exchange program agency and as an adviser to exchange students. Contact person in Hickman
3 County will be a counselor at the high school where the student will be enrolled.
- 4 The sponsoring individual/organization shall provide evidence to the school that the student will receive
5 adequate financial support for the duration of his/her stay. Schools shall not hold fund-raising events to
6 pay expenses incurred by exchange students.
- 7 Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district
8 has temporary guardianship and the student lives in the home of that guardian. Exchange students on an
9 F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited
10 to secondary schools and attendance may not exceed twelve (12) months.²
- 11 The sponsoring organization shall abide by all regulations of the Council on Standards for International
12 Educational Travel, The State of Tennessee Department of Education, and the Hickman County Board
13 of Education. Failure to do so could result in the refusal to continue education program for the exchange
14 student in Hickman County.
- 15 The exchange student should be placed in the home of a host family which includes one or more students
16 attending the particular high school or a family which has close contact with the school.
- 17 No exchange student will be issued a diploma from Hickman County Schools. However, each student
18 will be allowed to participate in senior class activities for social interaction.
- 19 The area or state representative of the sponsoring organization will contact the high school counselor at
20 least once a month for updates on the student.

Legal References

1. 22 CFR § 62.25
2. Immigration and Nationality Act § 214
(3)(m)(1)

Cross References

School Admissions 6.203

Hickman County Board of Education			
	Descriptor Term: Homeless Students	Descriptor Code: 6.503	Issued Date: 05/03/21
		Rescinds: 6.503	Issued: 02/04/19

1 A homeless student shall have equal access to the same free, appropriate public education as provided
2 to other children and youths.¹

3 Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.²
4 Homeless students include:²

- 5 1. Students sharing the housing of other persons due to loss of housing, economic hardship, or
6 similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack
7 of alternative adequate accommodations; students living in emergency or transitional shelters; or
8 students abandoned in hospitals;
- 9 2. Students who have a primary nighttime residence that is a public or private place not designed
10 for or ordinarily used as a regular sleeping accommodations for human beings;
- 11 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or
12 trains stations, or similar settings; and
- 13 4. Migratory students who are living in circumstances described above.

14 **ENROLLMENT**

15 Homeless students shall be immediately enrolled, even if the student is unable to produce records
16 normally required for enrollment (i.e. academic records, immunization records, health records, proof of
17 residency), or missed the district’s application or enrollment deadlines.³ Parents/guardians are required
18 to submit contact information to the district’s homeless coordinator.³

19 **PLACEMENT**

20 For the purposes of this policy, school of origin shall mean the school that the student attended when
21 permanently housed or the school in which the student was last enrolled, including a preschool/pre-k
22 program.⁹ School of origin shall also include the designated receiving school at the next grade level when
23 the student completes the final grade level served by the school or origin.⁴

24 Placement shall be determined based on the student’s best interest.⁵ At all times, a strong presumption
25 that keeping the student in the school of origin is in the student’s best interest shall be maintained, unless
26 doing so would be contrary to a request made by the student’s parent/guardian or the student in the case
27 of an unaccompanied youth.⁶ When determining placement, student-centered factors, including but not
28 limited to impact of mobility on achievement, education, health, and safety shall be considered.⁶ The
29 choice regarding placement shall be made regardless of whether the student lives with their homeless
30 parents/guardians or has been temporarily placed elsewhere.⁷

31 If it is not in the student’s best interest to attend the school of origin, or the school requested by the
32 parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written
33 explanation of the reasons for the determination, in a manner and form that is understandable to the

1 parent/guardian or unaccompanied youth.⁶ The written explanation shall include a statement regarding
2 the right to appeal the placement decision.⁶ If the placement decision is appealed, the district shall refer
3 the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the
4 dispute resolution process as expeditiously as possible and in accordance with the law.⁸ Upon notice of
5 an appeal, the director of schools shall immediately enroll the student in the school in which enrollment
6 was sought pending a final resolution of the dispute, including all available appeals.⁸

7 **RECORDS**

8 Records ordinarily kept by the school shall be maintained for all homeless students. Information
9 regarding a homeless student's living situation shall be treated as a student education record, and shall
10 not be considered directory information.⁹

11 **SERVICES¹⁰**

12 The director of schools shall ensure that each homeless student is provided services comparable to those
13 offered to other students within the district, including transportation, special education services,
14 programs in career and technical education (CTE), programs for gifted and talented students, and school
15 nutrition.

16 The director of schools shall designate a district homeless coordinator who shall ensure this policy is
17 implemented throughout the district. The homeless coordinator shall ensure:

- 18 1. Homeless students are quickly identified and have access to education and support services, to
19 include Head Start and district pre-k programs;
- 20 2. Coordination with local social service agencies and other entities providing services to homeless
21 students;
- 22 3. Coordinate transportation, transfer of records, and other interdistrict activities with other school
23 districts;
- 24 4. Coordinate transportation to the school or origin or choice for homeless students;
- 25 5. Refer homeless students and their families to health care services, dental services, mental health
26 and substance abuse services, and housing services;
- 27 6. Assist homeless students in obtaining immunizations, medical or immunization records, and any
28 additional assistance that may be needed;
- 29 7. Public notice of the educational rights of homeless students is disseminated in places frequented
30 by parents/guardians of homeless students, including schools, shelters, public libraries, and soup
31 kitchens; and
- 32 8. Unaccompanied youth are enrolled and informed of their status and independent students.

33 The director of schools shall develop procedures to ensure that homeless students are recognized
34 administratively and that the appropriate and available services are provided for these students. The
35 director shall ensure professional development is provided to school personnel providing services to
36 homeless students.

Legal References

1. 42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, § 721
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(G)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(D)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6)

Cross References

Student Transportation 3.400
Parent and Family Engagement 4.502
Promotion and Retention 4.603
School Admissions 6.203
Student Assignments 6.205
Transfers Within the System 6.206
Migrant Students 6.504

Hickman County Board of Education			
	Descriptor Term: Migrant Students	Descriptor Code: 6.504	Issued Date: 05/03/21
		Rescinds: 6.504	Issued: 02/04/19

1 The Board directs the administration to identify migratory students in the district, as required by law,
2 and to develop written administrative procedures for ensuring that migrant students receive services for
3 which they are eligible. In developing and implementing a program to address the needs of migratory
4 students the district will:¹

- 5 1. Identify migratory students and assess the educational and related health and social needs of each
6 student.
- 7
- 8 2. Provide a full range of services to migrant students including applicable Title I programs, special
9 education, gifted education, vocational education, language programs, counseling programs,
10 elective classes, fine arts classes, etc.
- 11
- 12 3. Provide migratory children with the opportunity to meet the same statewide assessment standards
13 that all students are expected to meet.
- 14
- 15 4. To the extent feasible, provide advocacy and outreach programs to migratory students and their
16 families and professional development for district staff.
- 17
- 18 5. Provide parents an opportunity for meaningful participation in the program.

19 If a migrant student is identified by the district, the director of schools or designee will notify the
20 Tennessee Department of Education and request assistance if needed.

Legal References

1. 20 USCA §§ 6318, 6391, 6399

Cross References

- School Admissions 6.203
Homeless Students 6.503

Hickman County Board of Education

Descriptor Term: Students in Foster Care	Descriptor Code: 6.505	Issued Date: 05/03/21
	Rescinds: 6.505	Issued: 02/04/19

1 The Hickman County School System shall provide all students in foster care, to include those awaiting
2 foster care placement, with a free and appropriate public education.

3 **ENROLLMENT**

4 Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled,
5 even if the student is unable to produce records normally required for enrollment (i.e. academic records,
6 immunization records, health records, proof of residency), or missed the district's application or
7 enrollment deadlines.¹

8 **PLACEMENT**

9 The district and the child welfare agency shall determine whether placement in a particular school is in
10 a student's best interest. Other parties, including the student, foster parents, and biological parents (if
11 appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school
12 staff members shall participate in the best interest decision process. This determination shall be made as
13 quickly as possible to prevent educational disruption.

14 Placement shall be determined based on the student's best interest. At all times, a strong presumption
15 that keeping the student in the school of origin is in the student's best interest shall be maintained.² For
16 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,
17 including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement
18 change if the student is already placed in foster care.³

19 When determining placement, student-centered factors including, but not limited to, the following shall
20 be considered:

- 21 1. Preferences of the student;
- 22 2. Preferences of the student's parent(s) or education decision maker(s);
- 23 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 24 4. Placement of the student's siblings;
- 25 5. Influence of the school climate on the student, including safety;
- 26 6. The availability and quality of the services in the school to meet the student's educational needs;
- 27 7. History of school transfers and how they have impacted the student;
- 28 8. How the length of the commute would impact the student;
- 29 9. Whether the student is receiving special education and related services, and if so, the availability
30 of those required services in a school other than the school of origin; and
- 31 10. Whether the student is an EL and is receiving language services, and, if so, the availability of
32 those required services in a school other than the school of origin.

- 1 Transportation costs should not be considered when determining a student's best interest.
- 2 If it is not in the student's best interest to attend the school of origin, the director or his/her designee shall
3 provide a written explanation of the reasons for the determination. The written explanation shall include
4 a statement regarding the right to appeal the placement decision. If the placement decision is appealed,
5 the district shall refer the student to the district coordinator for children in foster care, who shall carry
6 out the dispute resolution process as expeditiously as possible and in accordance with the law.² Until the
7 dispute is resolved, to the extent feasible, the student shall remain in his/her school of origin.²

8 **TRANSPORTATION**^{3,4}

9 The district shall collaborate with the local child welfare agency to develop and implement clear and
10 written procedures governing how transportation to a student's school or origin shall be provided,
11 arranged, and funded. This transportation will be provided for the duration of the student's time in
12 foster care.

13 The director of schools shall develop administrative procedures to provide for transportation of
14 students in foster care.⁵ These procedures must ensure that:

- 15 1. Students in foster care needing transportation to their schools of origin will promptly receive
16 that transportation in a cost-effective manner and in accordance with federal law; and
17 2. If there are additional costs incurred in providing transportation to the school of origin, the
18 district will provide such transportation if:
19 a. the local child welfare agency agrees to reimburse the district for the cost of such
20 transportation;
21 b. the district agrees to pay for the cost; or
22 c. the district and local child welfare agency agree to share the cost.⁴

23 The district will ensure that a student in foster care, to include a student awaiting foster care placement,
24 remains in his/her school of origin while any disputes regarding transportation costs are being
25 resolved.

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii) Attendance 6.200
School Admissions 6.203
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

Hickman County Board of Education

	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 05/03/21
		Rescinds: 6.503	Issued: 10/07/19

1 *General*

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 **RELOCATION OF MILITARY SERVICE MEMBER²**

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation.

10 Within fifteen (15) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of
11 residency within the school district.

12 **ABSENCES**

13 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
14 one (1) day excused absence upon the return of a parent/guardian serving active military service.

15 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
16 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
17 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
18 missed during these absences.³

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101
3. TCA 49-6-3019

Cross References

- Attendance 6.200
School Admissions 6.203
Attendance of Non-Resident Students 6.506

Hickman County Board of Education			
	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 11/04/19
		Rescinds: 2.805	Issued: 08/07/17

1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar
 3 expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve
 4 as purchasing agent for system-wide purchasing.¹ Principals shall serve as purchasing agents for
 5 individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
 7 responsibility of the persons making the purchase agreement. The Board will not, under any
 8 circumstances, be responsible for payment for any materials, supplies, or services purchased by
 9 unauthorized individuals or in an un-prescribed manner.

10 No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other
 11 employee unless he/she first receives a written purchase order from the proper office or unless prior
 12 written permission or arrangements are made with the principal.

13 The Board shall purchase locally whenever the conditions are comparable or when it is most practical
 14 under the circumstances.

15 *Individual Schools*

16 The director of schools must approve the following purchases:

- 17 1. a single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
- 18 2. one that is to be attached to or one that requires alteration of the building; or
- 19 3. one that will become a permanent fixture.

20 *Central Office²*

21 **ROUTINE PURCHASES**

22 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for
 23 the operation of the school system. These expenditures shall be anticipated and provided for in the budget
 24 and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools
 25 or his/her designee shall make all routine purchases without further Board authorization; however, the
 26 Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes
 27 necessary.

28 **SPECIAL PURCHASES**

1 Special purchases are those which are not routine and which may or may not be specifically identified
2 by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles,
3 buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an
4 unusual quantity or nature. All purchases in this category shall require specific prior Board approval on
5 an item-by-item basis. In its approval, the Board may place constraints on the director of schools
6 requiring Board evaluation and/or approval at various steps in the procurement process. This will be
7 determined by the Board on an individual basis depending on the nature of the procurement action.

8 **EMERGENCY PURCHASES**

9 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
10 protect property from damage or to avoid major disruption of educational activities. If within budgetary
11 limits and deemed essential, emergency purchases may be made by the director of schools. However, if
12 the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman
13 shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board
14 shall be advised promptly of all emergency purchases.

15 **PURCHASING OF SURPLUS PROPERTY**

16 The director of schools and other employees designated by the Board shall be authorized to act for the
17 Board in acquiring federal surplus property through the Tennessee General Services Department for
18 surplus property and in entering into agreements, certifications and covenants of compliance concerning
19 the use of federal surplus property.

20 Further, the director of schools is authorized to purchase any needed items through suppliers approved
21 on the state bid list.

22 **COOPERATIVE PURCHASING**

23 The Board, at its option, will join in cooperative purchasing with other school systems to take advantage
24 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying
25 appears to be to the benefit of the system.

26 **ONLINE PURCHASING**

27 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution
28 should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted
29 with the following requirements:

- 30 1. Prior authorization must be obtained from the director of schools before setting up new online
31 accounts, and schools shall maintain a list of accounts.
- 32 2. Online purchases must be for school purposes and made in accordance with established policies
33 and procedures. School employees are prohibited from making personal purchases even with the
34 intent of reimbursing the school system. School employees are prohibited from using a school's
35 tax exempt status for personal purchases of any kind.³
- 36 3. The availability of money for the fund/account in question should be determined before Purchase
37 Orders are approved.

- 1 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 2 5. Price quotes should be obtained where possible and/or practical and retained with other purchase
- 3 documentation.

4 **PURCHASING WITH FEDERAL GRANT FUNDS**

5 Before grant funds are obligated or expended, the director or his designee shall review the cost of a
6 proposed expenditure and determine if it is an allowable use of federal grant funds.⁴ The director will
7 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is
8 approved.

9 No person officially connected with or employed by the school system may participate in the selection,
10 award, or administration of a contract supported by a federal award if he or she has a real or apparent
11 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
12 any member of his or her immediate family, his or her partner, or an organization which employs or is
13 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
14 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the
15 director shall disclose the potential conflict to the federal awarding agency in writing.⁵

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8
3. TCA 49-2-608(1)
4. 2 CFR § 200.403
5. 2 CFR § 200.112

Cross References

- Executive Committee 1.301
- Credit Cards/Credit Lines 2.8051
- Purchase Orders and Contracts 2.808
- Conflict of Interest 5.601

Hickman County Board of Education			
	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 11/04/19
		Rescinds: 2.806	Issued: 05/06/19

1 *General*

2 All purchases of supplies, materials, equipment and contractual services shall be purchased and/or bid
3 under the same criteria as the Hickman County government.¹

4 **EXEMPTIONS FROM COMPETITIVE BIDDING**

5 Contracts for legal services, educational consultants, insurance purchased through a plan authorized and
6 approved by any organization or governmental entities representing cities and counties and similar
7 services by professional persons or groups of high ethical standards shall not be based upon competitive
8 bids, but shall be awarded on the basis of recognized competence and integrity.^{2,3}

Legal References

- 1. TCA 49-2-203(a)(3)
- 2. TCA 12-3-1209; TCA 12-4-107
- 3. TCA 29-20-407

Cross References

- Executive Committee 1.301
- Consultants 1.303
- Conflict of Interest 5.601

Hickman County Board of Education

	Descriptor Term: Purchase Orders and Contracts	Descriptor Code: 2.808	Issued Date: 11/04/19
		Rescinds: 2.808	Issued: 08/07/17

1 *General*

2 All purchases made by the school system shall be by purchase order or formal contract, and no purchase
3 shall be made nor payment approved unless covered by an approved purchase order. Purchase orders
4 will include the following essentials:

- 5 1. A specification which adequately describes to the supplier the characteristics and the quality
6 standards of the item required;
7
- 8 2. A firm, quoted, net delivered price, whenever possible; and
9
- 10 3. Signature of purchasing agent.

11 Contracts shall be made only with responsible suppliers with the following considerations:

- 12 1. The supplier has the potential ability to perform successfully under the terms and conditions of
13 a proposed procurement;
14
- 15 2. Procurement records or files for purchases in amounts in excess of \$10,000 shall provide at
16 least the following pertinent information: justification for procurement in lieu of advertising,
17 contractor selection, and the basis for the cost or price of negotiated.
18
- 19 3. A system for contract administration shall be maintained to assure supplier conformance with
20 terms, conditions, and specifications of the contract or purchase order, and to assure adequate
21 and timely follow-up of all purchases;
22
- 23 4. Contracts shall contain such provisions or conditions which will allow for administrative,
24 contractual, or legal remedies in instances where suppliers violate or breach contract terms, and
25 provide for such sanctions and penalties as may be appropriate.
26
- 27 5. All contracts, amounts for which are in excess of \$10,000, shall contain suitable provisions for
28 termination including the manner by which it will be effected and the basis for settlement.
29
- 30 6. All contracts, including those of individual schools, will meet all requirements of state and
31 federal laws, rules, and regulations.¹

32 The purchasing agent shall advertise for bids and let contracts following authorization of purchase by
33 the Board.

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(2)

Cross References

Consultants 1.303
Purchasing 2.805
Requisitions 2.807
Credit Cards/Credit Lines 2.8051
Conflict of Interest 5.601

Hickman County Board of Education			
	Descriptor Term: Vendor Relations	Descriptor Code: 2.809	Issued Date: 11/04/19
		Rescinds: 2.809	Issued: 08/07/17

1 *General*

2 Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all
3 other considerations are equal.

4 No person officially connected with or employed by the school system will be an agent for, or have any
5 financial compensation or reward of any kind from any vendor for the sale of supplies, materials,
6 equipment or service.¹

7 *Individual Schools²*

8 Schools shall execute a written agreement with vendors for all fundraisers.² The agreement shall include,
9 but not be limited to, the following information:

- 10 1. The division of profits that result from the activity;
- 11 2. Payment of sales tax;
- 12 3. Delivery date(s);
- 13 4. Package prices or other charges; and
- 14 5. Scheduled dates of service.

15 Vendors visiting separate schools shall contact and secure the permission of each principal's office prior
16 to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere
17 with the normal instructional and learning process.

Legal References

- 1. TCA 49-6-2003
- 2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

- Visitors to the Schools 1.501
- Advertising & Distribution of Materials in Schools 1.806
- Fundraising Activities 2.601
- Staff Gifts and Solicitations 5.605

Hickman County Board of Education			
	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 11/04/19
		Rescinds: 2.810	Issued: 08/07/17

1 *Central Office*

2 The director of schools shall approve all claims for payment prior to their submission to the Board.¹

3 As operating procedure, the director of schools shall present to the chairman of the Board at least monthly
4 a list of bills for payment. The list will be supported by invoices and vouchers.²

5 *Individual Schools*

6 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided
7 payments are completed by June 30 of the current school year or a plan for future payments has been
8 made by the principal and approved by the Board.

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)

Cross Reference

Executive Committee 1.301

Hickman County Board of Education			
	Descriptor Term: Student Activity Funds Management	Descriptor Code: 2.900	Issued Date: 11/04/19
		Rescinds: 2.900	Issued: 04/01/19

1 *Individual Schools*

2 The activity funds of each school shall include athletic and student organization funds and any other
3 fund belonging to any student group, class, or activity.

4 Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the
5 specific control of the school principal. Contracts with fund-raising agencies must comply with board
6 policy and be approved in writing by the director of schools. Budget for these accounts shall be
7 submitted by October 1.

8 Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be
9 subject to disciplinary action.¹

10 Student activity funds shall be deposited in respective school activity accounts. Proper records of
11 receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School*
12 *Uniform Accounting Policy Manual*.²

13 Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in
14 writing by both the activity group sponsor and the principal.³

15 An annual audit of the account and records of all student activity funds shall be conducted as a part of
16 the audit of all other district funds.⁴

17 Any unencumbered class or activity funds automatically revert to the general activity fund of the school
18 when a class graduates and chooses not to use the funds for a designated purpose or an activity is
19 discontinued.

20 Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or
21 other support organizations are not subject to this policy, unless such funds are in sole custody of the
22 school.^{5,6}

23 **COOPERATIVE ACTIVITIES**

24 Certain activities which contribute to the general welfare of students do not easily lend themselves to
25 classifications solely as school activities. Other activities by their nature involve cooperative effort with
26 groups outside the student body. The benefits of such student activities shall be preserved if procedures
27 can be established to provide proper accounting funds involved and to ensure substantial adherence to
28 the principals governing students activity finance.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Revenues 2.400
Deposit of Funds 2.500
Fundraising Activities 2.601
Accounting System 2.700
Audits 2.703
Gifts 6.710

Tennessee Internal School Uniform Accounting Policy Manual
Applicable Laws and Exhibits - Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Cross Country HCMS

Proposed fundraising activities: Krispy Kreme donut sale
@ Shady Grove Community Yard Sale on July 14th

Purposed Uses of funds raised center's
MSCCA Entry Fees & other meet expenses

Expected student involvement (school-wide or specific school organization) Cross
Country

Method by which school will receive profit payment from
Krispy Kreme

Requested by Kimberly Clark
Name/Title

Date 2023 June 13

Approved by Jina S. Hughes
Principal

Date 6-13-23

Approved by Michelle Heivert
Director of Schools*

Date 6/13/23

* 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: EHMS Volleyball

Proposed Fundraising Activities: Serve-AThon

Proposed Uses of Funds Raised: volleyball equipment

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

ehms volleyball team

Method by which school will receive profit: cash or checks

Requested by (Name/Title): Heather Nihoff EHMS head volleyball coach

Date: _____

Approved by (Principal):

Bryce Ayle

Date:

6/13/23

Approved by
(Director of Schools):

Michelle Gilbert

Date:

6/16/23



Lady Eagles Volleyball

Serve-A-Thon 2023

Saturday, August 5th at East Hickman
Middle School The Lady Eagles Volleyball

team will be sponsoring a "SERVE-A-THON" fundraiser. On that day, players from the East Hickman Middle School Lady Eagles Volleyball Team will Serve 100 Times Each. Every player prior to that date will get pledges. Sponsors are welcome to pledge per serve that went over and landed in the court or make a flat donation. Sponsors are welcome to attend the event as well. Each player is encouraged to obtain as many pledges as possible. All players will participate. Each player will serve on Saturday, August 5th at 10 AM.

Please use the pledge form to track pledges and donations. Checks should be made payable to "EHMS VOLLEYBALL" and placed into an envelope with the player's name and total dollar amount collected on the outside. We will provide a third party to ensure all funds are handled and deposited properly. All money pledged, along with the completed pledge form, must be turned in by Thursday, August 10th.

Our goal is to ensure all of our players have a great and memorable experience. These funds will help us move closer to that goal.

Thank you for supporting Lady Eagles Volleyball ! Your help and support are greatly appreciated! Thank you!

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Baseball

Proposed Fundraising Activities: Raise Money for baseball program

Proposed Uses of Funds Raised: to improve equipment and uniforms for the team

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

EHMS Baseball players will help run a car wash at a business in our community.

Method by which school will receive profit: Through a car wash at a local business

Requested by (Name/Title): Colin Homolka / Head Coach Date: 5-18-23

Approved by (Principal): Boys Cafe Date: 5/19/23

Approved by (Director of Schools): Michelle Stewart Date: 6/16/23

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Football

Proposed Fundraising Activities: Spirit Wear Sales

Proposed Uses of Funds Raised: Equipment

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

Football players

Method by which school will receive profit: Check

Requested by (Name/Title): Mano Frazier Date: 6/14/23
Coach

Approved by (Principal): Brya Ayf Date: 6/14/23

Approved by (Director of Schools): Michelle Gilbert Date: 6/16/23

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name East Hickman Volleyball

Proposed fundraising activities: DOUBLEGOOD POPCORN, FAN CLOTH, KRISPYKREME

Purposed Uses of funds raised VOLLEYBALL EQUIPMENT, REFS, CONCESSIONS

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

EAST HICKMAN VOLLEYBALL TEAM

Method by which school will receive profit CHECKS FROM THE ORGANIZATIONS

Requested by MAYA HORNE/ VOLLEYBALL COACH Date 06/06/2023
Name/Title

Approved by *Kimberly Wilson* Date 6/28/23
Principal

Approved by *John Mullins* Date July 3, 2023
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.

AMY BRYANT
9599 S Lick Creek Rd, Lyles, TN 37098

RONALD GAMMONS
6419 Rice Ln, Lyles, TN 37098

TIM HOBBS
9220 Old Bon Aqua Rd Bon Aqua TN 37025

JIM HUDGINS
1297 E Grinders Switch Rd Centerville, TN 37033



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

JANE HERRON
1222 Hwy 100 Centerville, TN 37033

STEVE GIANAKOS
9792 Dogwood Dr Bon Aqua, TN 37025

VANCE WILLIS
2868 Hwy 48 N Nunnely, TN 37137

School Support Organization Request For Fundraising Activities

Organization East Hickman Band & Choir Booster

Proposed Fundraising Activity Car wash

Date(s) Aug 25th 2023

Location(s) Tractor Supply Oxford TN

Requested By [Signature] 6/13/23
President/Chair of Organization Date

Recommended By [Signature] 6/28/23
Principal Date

Approved [Signature] 7-3-23
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****

PROPOSED FUNDRAISING ACTIVITIES



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

Fund/Account Name Cheerleading

Account Number _____

Proposed fundraising activities Soap sale - website development by

Soap sale - cheerleaders send emails (start date 7/1/23)

Purposed Uses of funds raised transportation to games, senior gifts

Expected Student involvement (school-wide or specific school organization) Cheerleaders will

email to loved ones for support

Method by which school will receive profit check or direct deposit

Requested by Audrey H. Jenkins 6/5/23
Name/Title Date

Acknowledge by _____
Bookkeeper Date

Approved by Kimberly Williams 6/28/23
Principal Date

Approved by John Mullins 7-3-23
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

Fund/account name 822 - Cheer - Basketball/Football

Proposed fundraising activities: "Sponsor My Cheer Season"

Donation Cards with multiple \$ amounts August 2023

Purposed Uses of funds raised Cheer uniforms, New Conditioning equipment, Warm ups, Banner supplies.

Expected student involvement (school-wide or specific school organization) HCHS
Cheerleaders

Method by which school will receive profit Donations

Requested by Jillian Estes / Coach
Name/Title

Date 6/13/23

Approved by [Signature]
Principal

Date 6/19/23

Approved by John Mullins
Director of Schools*

Date 7-3-23

* 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 822- Cheer- Basketball/Football

Proposed fundraising activities: Dodgeball Tournament
hosted at HCHS August 2023

Purposed Uses of funds raised Cheer uniforms/supplies, New
Conditioning equipment, Warm ups, Banner supplies

Expected student involvement (school-wide or specific school organization) HCHS
Cheerleaders

Method by which school will receive profit Sign-up
entry fee for each team

Requested by Jillian Estes /coach
Name/Title

Date 6/13/23

Approved by [Signature]
Principal

Date 6/19/23

Approved by John Mullins
Director of Schools*

Date 7-3-23

* 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 822 - Cheer - Basketball/Football

Proposed fundraising activities: Trivia Night hosted at
HCHS August 2023

Purposed Uses of funds raised
Cheer uniforms, New conditioning
equipment, Warm ups, Banner supplies

Expected student involvement (school-wide or specific school organization) HCHS
Cheerleaders

Method by which school will receive profit Ticket sale

Requested by Jillian Estes / coach Date 6/18/23
Name/Title

Approved by [Signature] Date 6/19/23
Principal

Approved by John Mullins Date 7-3-23
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.



DOUG LANE
2059 Lake Drive, Centerville, TN 37033

RONALD GAMMONS
8419 Rice Ln., Lyles, TN 37096

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

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

CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

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

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

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

**School Support Organization
Request For Fundraising Activities**

Organization HCHS Quarterback Club

Proposed Fundraising Activity Programs, Banners, Car wash,
Fish Fry, Car show,

Date(s) Ongoing, 7/26/23 (fish fry)

Location(s) HCHS, Centerville Tire + Auto (car wash)

Requested By Gray McKen
President/Chair of Organization

6/27/23
Date

Recommended By R. Po
Principal

6/26/23
Date

Approved John Mullens
Director of Schools or Designee

6/26/23
Date

Not Approved _____
Director of Schools or Designee

Date

** A signed copy will be mailed to the organization and forwarded to the school**



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

RONALD GAMMONS
8419 Rice Ln , Lyles, TN 37098

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

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

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

STEVE GIANAKOS
9792 Dogwood Dr , Bon Aqua, TN 37025

VANCE WILLIS
2868 Hwy 48 N , Nunnally, TN 37137

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

School Support Organization Request For Fundraising Activities

Organization HCHS Soccer

Proposed Fundraising Activity Soccer Tournament

Date(s) 7/14/2023 → 7/15/2023

Location(s) HCHS Soccer Field

Requested By MSL King Head Coach 4/27/2023
President/Chair of Organization Date

Recommended By R. F. 4/28/23
Principal Date

Approved John Mullins 7-3-23
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****

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

RONALD GAMMONS
6419 Rice Ln., Lyles, TN 37098

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

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



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

JANE HERRON
1222 Hwy 100., Centerville, TN 37033

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

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

School Support Organization Request For Fundraising Activities

Organization HCHS Soccer

Proposed Fundraising Activity Youth Soccer Camp

Date(s) 7/21/2023 → 7/22/2023

Location(s) HCHS Soccer Field

Requested By [Signature] 4/27/2023
President/Chair of Organization Date

Recommended By [Signature] 4/28/23
Principal Date

Approved Michelle Gilbert 5/25/23
Director of Schools or Designee Date

Not Approved _____
Director of Schools or Designee Date

**** A signed copy will be mailed to the organization and forwarded to the school****