

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 8, 2024

The Hickman county Board of Education met on July 8, 2024, at 6:30 PM in Central Office - Room 203.

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

John Mullins, Superintendent
2 students

Present: Christy Mays.
John Mullins, Superintendent
2 students

I. Call To Order

II. Public Comment

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. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Special Called Meeting Minutes for May 20, 2024

Motion to approve minutes.

Motion made by Sherri Baker.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Vance Willis: Abstain (With Conflict)

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Yea: 6, Nay: 0, Abstain (With Conflict): 1

VI. Regular Meeting Minutes for June 3, 2024

Motion to approve the June 3 minutes.

Motion made by Doug Lane.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

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Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VII. Agenda for July 8, 2024

Motion to approve the agenda for July 8 with minor changes. Motion to move TCAP data under X,N.

Motion made by Doug Lane.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Motion to move policy to X.L.5 1.206.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Civil rights report will be removed from the consent agenda after X,M.

Motion made by Doug Lane.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

Motion to move TCAP data under X,N.

Motion made by Sherri Baker.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

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Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

VIII. Special Recognition

A. EHHS Student Recognition

B. EHHS Bridge Builders Award Presentation

C. Employee of the Month

IX. Consent Agenda Items

Motion to approve the consent agenda.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

A. Board Chair's Report

1. Chair's Countersigned Warrants

2. Miscellaneous Signed Documents

B. Director's Report

C. Financial Report

Tentative (as financial estimates) FY24 Financial Information will be available on July 8, 2024.

Finalized Financial Information FY24 will not be complete until the end of July 2024.

D. TISA State Update

E. ESSER Updates

F. 2023-2024 Civil Rights Report

G. TSBA OPEB Quarterly Statement - 4/1/2024--6/30/2024

X. Items Requiring Board Action

Add X.L. 5. 1.206 Waiver requirement for Junior/Senior Motion made by Gammons and seconded by Baker. All in favor.

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Discussion about the Civil Rights and Bullying Compliance Trend Report motioned by Doug Lane. What is the action plan?

TCAP data presented.

A. Budget Amendments

Motion to approve budget amendment 1 and 2.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

B. Close Out Budget Amendments

C. TSPMA Membership Dues

Motion to approve TSPMA Membership Dues.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

D. Approve Quote for Mastery Connect

Motion to approve up to \$51,000 to Instructure for Mastery Connect.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

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E. Approve Stellar Therapy Services, LLC Contract for 2024-2025

Motion to renew the Stellar Therapy Services LLC contract for 24-25.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

F. Declaration of Surplus Property

Motion to approve declaration of surplus property (5 buses, 3 white vehicles and misc).

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

G. Approve Sidekick Therapy Partners Agreement

Motion to approve the contractual agreement for Sidekick Therapy Partners Agreement (virtual Speech Therapy).

Motion made by Vance Willis.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

H. 2024-2025 School Fees

Motion to approve 24-25 School Fees.

Motion made by Sherri Baker.

Motion seconded by Tim Hobbs.

Motion Result: Passed

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Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

I. 2024-2025 Discipline Hearing Authority

Motion to approve 24-25 Discipline Hearing Authority.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

J. Approval to Declare Bus Drivers as Full-Time Employees

Motion to approve the declaration of bus drivers as full-time employees.

Motion made by Jim Hudgins.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

K. Review Salary of Director Annually (Requires contract amendment or addendum to change)

Motion to amend the contract to add an addendum for a \$5000 raise in 24-25.

Motion made by Sherri Baker.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea

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Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

L. Board Policies

1. Revised Board Policies 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 3.400, 4.201, 4.213, 4.214, 4.301, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.318, 6.300 (6.313), 6.309, 6.316, 6.4052, 6.409 (1st Reading)

Motion to approve the 1st reading for policies listed.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

2. Revised Board Policy 6.411 (2nd Reading)

Motion to approve the revised board policy 6.411 with the change from 'restrict' to 'prohibit' p 2 line 21.

Motion made by Vance Willis.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 7, Nay: 0

3. Board Policy Review 4.204--4.212

Motion to approve board policy review 4.204-4.212.

Motion made by Ronald Gammons.

Motion seconded by Jim Hudgins.

Motion Result: Passed

Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea

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Vance Willis: Yea

Yea: 7, Nay: 0

4. Policy 4.602

Motion to approve the first reading as is on Policy 4.602
with revisions.

Motion made by Vance Willis.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Sherrri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

XI. School Board Self Evaluation

XII. Announcements

A. Regular Board Meeting for August 5, 2024

B. TSBA 2024 Fall District Meeting - South Central - Lewis County
- August 29, 2024

C. TSBA Annual Convention November 2024

D. TCAP Data 2023-2024

XIII. Closing Comments

A. Legislative Representative

XIV. Adjourn

Motion to adjourn meeting.

Motion made by Tim Hobbs.

Motion seconded by Doug Lane.

Motion Result: Passed

Sherrri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Jim Hudgins: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 7, Nay: 0

HICKMAN COUNTY BOARD OF EDUCATION
SPECIAL CALLED BOARD MEETING---May 20, 2024

The Hickman county Board of Education met on May 20, 2024, at 6:00 PM in Central Office - Room 203.

Present: Sherri Baker, Ronald Gammons, Tim Hobbs, Doug Lane, Christy Mays,

Absent: Jim Hudgins, Vance Willis.

John Mullins, Superintendent

Present: Jim Hudgins.

John Mullins, Superintendent

I. Call To Order

This will be a voting session

II. Moment of Silence

III. Pledge of Allegiance

IV. Agenda for May 20, 2024

Motion to approve the agenda.

Motion made by Ronald Gammons.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

Vance Willis: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Yea: 5, Nay: 0, Absent: 2

V. Items Requiring Board Action

A. 2024-2025 141 Revised Budget

Motion to approve the budget as amended. Budget is not passed.

Motion made by Tim Hobbs.

Motion seconded by Christy Mays.

Motion Result: Failed

Jim Hudgins: Absent

Vance Willis: Absent

Sherri Baker: Nay

Ronald Gammons: Nay

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Yea: 3, Nay: 2, Absent: 2

Motion to reconsider the 2024-25 budget for the Hickman County school district.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

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SPECIAL CALLED BOARD MEETING---May 20, 2024

Vance Willis: Absent
Sherri Baker: Nay
Ronald Gammons: Nay
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea

Yea: 4, Nay: 2, Absent: 1
Motion to approve the 24-25 budget.
Motion made by Tim Hobbs.
Motion seconded by Christy Mays.
Motion Result: Passed

Vance Willis: Absent
Sherri Baker: Nay
Ronald Gammons: Nay
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea

Yea: 4, Nay: 2, Absent: 1

VI. Adjourn

Motion to adjourn.
Motion made by Doug Lane.
Motion seconded by Tim Hobbs.
Motion Result: Passed

Vance Willis: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Jim Hudgins: Yea
Doug Lane: Yea
Christy Mays: Yea

Yea: 6, Nay: 0, Absent: 1

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---June 3, 2024

The Hickman county Board of Education met on June 3, 2024, at 6:30 PM in Central Office - Room 203.

Present: Sherri Baker, Ronald Gammons, Tim Hobbs, Doug Lane, Christy Mays, Vance Willis, **Absent:** Jim Hudgins.
John Mullins, Superintendent

I. Call To Order

II. Public Comment

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. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Budget Committee Meeting Minutes for May 2, 2024

Minutes are approved.

Motion made by Doug Lane.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

VI. Regular Meeting Minutes for May 6, 2024

Motion to approve the minutes from May 6th.

Motion made by Tim Hobbs.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

VII. Agenda for June 3, 2024

Motion to approve the agenda for June 3, 2024.

Motion made by Vance Willis.

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Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

VIII. Special Recognition

A. Employee of the Month

B. Employee of the Year - Postponed until July 2024

C. Friend of Education

IX. Consent Agenda Items

Motion to approve the consent agenda.

Motion made by Doug Lane.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Director's Report

1. District Overview of Teacher Educator Survey

C. Financial Report

D. ESSER Updates

E. Director's Monthly Attendance Report

F. Family Resource Centers End of Year Report

G. May FY25 TISA Preliminary Estimate - State & Local Contributions

X. TCAP Results

XI. Items Requiring Board Action

A. Trip Request

HICKMAN COUNTY BOARD OF EDUCATION
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1. HCMS Boys Basketball

Permission granted to travel to and stay overnight for a camp.

Motion made by Vance Willis.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

B. Bid - Technology Service Plan

Motion in order to negotiate the bid provided by the company for the Technology Service Plan.

Motion made by Ronald Gammons.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

C. Board Meeting Schedule for 2024-2025

Moved to approve the Board Meeting Schedule for 24-25.

Motion made by Ronald Gammons.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

D. Annual Agenda for 2024-2025

Motion to approve annual agenda for 24-25.

Motion made by Ronald Gammons.

Motion seconded by Doug Lane.

Motion Result: Passed

HICKMAN COUNTY BOARD OF EDUCATION
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Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

E. Recommendations for Tenure

Motion to approve the recommendations for tenure.

Motion made by Ronald Gammons.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

F. ENA Phone System

Motion to approve ENA phone system \$ amount with \$5000 wiggle room.

Motion made by Ronald Gammons.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

G. Budget Amendments

Motion to approve Budget Amendment #35.

Motion made by Vance Willis.

Motion seconded by Sherri Baker.

Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea

HICKMAN COUNTY BOARD OF EDUCATION
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Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

H. Resolution to Grant Authority to Designate Reserves
Motion to approve resolution to grant authority to designate reserves.
Motion made by Doug Lane.
Motion seconded by Vance Willis.
Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

I. Grant Executive Committee Authority to Close Out Fiscal Year
Motion to grant executive committee authority to close out fiscal year.
Motion made by Christy Mays.
Motion seconded by Tim Hobbs.
Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

J. Budget(s) for 2024 -2025
Motion to approve budget for 24-25 142 Placeholder Amounts.
Motion made by Ronald Gammons.
Motion seconded by Sherri Baker.
Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

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K. 2024-2025 Differentiated Pay Plan

Motion to approve the differentiated pay plan for 24-25.

Motion made by Vance Willis.

Motion seconded by Doug Lane.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

L. 2024-2025 Salary Schedules and Pay Scales

Motion to approve 2024-25 salary schedules and pay scales.

Motion made by Tim Hobbs.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

M. Personnel Decisions

Motion to approve Personnel Decisions.

Motion made by Tim Hobbs.

Motion seconded by Ronald Gammons.

Motion Result: Passed

Jim Hudgins: Absent

Sherri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

N. Personnel Contracts

O. TSSE Membership Dues

Motion to approve TSSE membership dues for \$3338.25.

Motion made by Christy Mays.

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Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

P. 2024-2025 Centerville Municipal Golf Course MOU

The board would like to have a cost analysis and more clarity provided to the MOU for the golf course.

Motion to approve MOU with 24-25 Centerville Municipal Golf Course for \$8000.

Motion made by Christy Mays.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

Q. Board Policies

1. Revised Board Policy 6.411 (1st Reading)

6.411 revised to add that the school cafeteria suspend the selling of caffeine drinks.

Motion made by Ronald Gammons.

Motion seconded by Tim Hobbs.

Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1

2. Revised Board Policy 6.204 (2nd Reading)

Motion to approve the removal of tuition for out of county students, Policy 6.204.

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Motion made by Tim Hobbs.
Motion seconded by Doug Lane.
Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

3. Board Policy 4.502 - Proposed Revision - (2nd Reading)
strike out 'including' and change to 'such as'
Motion to approve 4.502 with revisions on line 3 on page 3 to say 'daytime
school activities such as:'.
Motion made by Vance Willis.
Motion seconded by Christy Mays.
Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

4. Board Policy Review 3.500--4.202
Motion to approve Board Policy Review 3.500--4.202.
Motion made by Ronald Gammons.
Motion seconded by Tim Hobbs.
Motion Result: Passed

Jim Hudgins: Absent
Sherri Baker: Yea
Ronald Gammons: Yea
Tim Hobbs: Yea
Doug Lane: Yea
Christy Mays: Yea
Vance Willis: Yea
Yea: 6, Nay: 0, Absent: 1

XII. Announcements

- A. Regular Board Meeting for July 8, 2024 (if board meeting schedule is approved)
- B. Director's Evaluation and Board Self-Evaluation

HICKMAN COUNTY BOARD OF EDUCATION
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XIII. Closing Comments

A. Tim Hobbs-Legislative Representative

XIV. Adjourn

Motion to adjourn.

Motion made by Tim Hobbs.

Motion seconded by Vance Willis.

Motion Result: Passed

Jim Hudgins: Absent

Sherrri Baker: Yea

Ronald Gammons: Yea

Tim Hobbs: Yea

Doug Lane: Yea

Christy Mays: Yea

Vance Willis: Yea

Yea: 6, Nay: 0, Absent: 1



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

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

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

The Hickman County Board of Education will meet in regular session on Monday, July 8, 2024 at 6:30 p.m. in Room 203 of the Hickman County Board of Education Office Complex.

- I. Call to Order
- II. Public Comment
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. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Special Called Meeting Minutes for May 20, 2024
- VI. Regular Meeting Minutes for June 3, 2024
- VII. Agenda for July 8, 2024
- VIII. Special Recognition
 - A. EHHS Student Recognition—Colin Henson
 - B. EHHS Bridge Builders Recognizes Mr. John Higgins—EHHS Students
 - C. Employee of the Month—Doug Lane
- IX. Consent Agenda
 - A. Board Chair's Report
 1. Chair's Countersigned Warrants
 2. Miscellaneous Signed Documents
 - B. Director's Report
 - C. Financial Report
 - D. TISA State Update
 - E. ESSER Updates
 - F. 2023-2024 Civil Rights Report
 - G. TSBA OPEB Quarterly Report (4/1/2024—6/30/2024)
- X. Items Requiring Board Action
 - A. Budget Amendments—Business Officer
 - B. Close-Out Budget Amendments—Business Officer
 - C. TSPMA Membership Dues—Board Chair
 - D. Approve Quote for Mastery Connect—ESSER Manager
 - E. Approve Stellar Therapy Services, LLC Contract for 2024-2025—CSH Director
 - F. Declaration of Surplus Property—Director of Transportation
 - G. Approve Sidekick Therapy Partners Agreement—Director of Schools
 - H. 2024-2025 School Fees—Director of Schools
 - I. 2024-2025 Disciplinary Hearing Authority—Director of Schools
 - J. Approval to Declare Bus Drivers as Full-Time Employees—Director of Schools
 - K. Review Salary of Director Annually (Requires Contract Amendment or Addendum to Change)—Board Chair

- L. Board Policies
 - 1. Revised Board Policies 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 3.400, 4.201, 4.213, 4.214, 4.301, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.318, 6.300 (6.313), 6.309, 6.316, 6.4052, 6.409, (1st Reading)—Misty Shelton
 - 2. Revised Board Policy 6.411 (2nd Reading)—Misty Shelton
 - 3. Board Policy Review 4.204—4.212—Misty Shelton
 - 4. Policy 4.602—Vance Willis

- XI. School Board Self Evaluation—Board Chair

- XII. Announcements
 - A. Regular Board Meeting for August 5, 2024—Board Chair
 - B. TSBA 2024 Fall District Meeting-South Central – Lewis County - August 29, 2024- Board Chair
 - C. TSBA Annual Convention – November 2024—Board Chair
 - D. TCAP Data 2023-2024—Director of Schools

- XIII. Closing Comments
 - A. Legislative Representative

- XIV. Adjourn



Hickman County Schools Board Agenda Item Request

Date: 6/17/24

Name of School: ETHS

Item Request: award presentation

Explanation:

the ETHS bridge builders would like to
honor their mentor- John Higgins - with
an award and public thank you. The students
will present the award.

Attachments (if necessary and appropriate):

na

Signature of Person requesting to be placed on the agenda:

Juanita Lopez

Signature of Building Principal:

Carl W. H.

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143 .

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000246	Hickman County Trustee	2937	05/30/2024	143- -11140	\$6,004.65
143 Total:					\$6,004.65
Bank Total:					\$6,004.65
Bank Payment Count:					1

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001385	American Fidelity Assurance Co	636	05/30/2024	141- -11140	\$73,280.16

141 Total: \$73,280.16

Bank Total: \$73,280.16

Bank Payment Count: 1

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000375	American Fidelity Assurance Co	636	05/30/2024	142-010-11140	\$145.14	
					142-010 Total:	\$145.14
42000375	American Fidelity Assurance Co	636	05/30/2024	142-101-11140	\$270.54	
					142-101 Total:	\$270.54
42000375	American Fidelity Assurance Co	636	05/30/2024	142-201-11140	\$354.59	
					142-201 Total:	\$354.59
42000375	American Fidelity Assurance Co	636	05/30/2024	142-901-11140	\$1,096.18	
					142-901 Total:	\$1,096.18
42000375	American Fidelity Assurance Co	636	05/30/2024	142-911-11140	\$81.60	
					142-911 Total:	\$81.60
42000375	American Fidelity Assurance Co	636	05/30/2024	142-933-11140	\$610.38	
					142-933 Total:	\$610.38
42000375	American Fidelity Assurance Co	636	05/30/2024	142-937-11140	\$27.67	
					142-937 Total:	\$27.67
42000375	American Fidelity Assurance Co	636	05/30/2024	142-964-11140	\$294.72	
					142-964 Total:	\$294.72
					Bank Total:	\$2,880.82
					Bank Payment Count:	1

Date/Time: 6/3/2024 1:03 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000247	Fitts, Connie S.	185	06/03/2024	143- -11140	\$60.30
143 Total:					\$60.30
Bank Total:					\$60.30
Bank Payment Count:					1

Date/Time: 6/3/2024 1:07 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001410	Town Of Centerville	5316	06/03/2024	141- -11140	\$364.50
141 Total:					\$364.50
Bank Total:					\$364.50
Bank Payment Count:					1

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>	<u>Bank Number</u>
Federal	142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000377	Amazon	727	06/03/2024	142-010-11140	\$134.07
42000389	Hickman County Trustee	2937	06/03/2024	142-010-11140	\$2,853.74
42000392	Thomasson, Julia	192	06/03/2024	142-010-11140	\$120.60
42000393	Mayberry, Kimberly D.	4108	06/03/2024	142-010-11140	\$142.04
142-010 Total:					\$3,250.45
42000378	Carson Dellosa Publishing LLC	1327	06/03/2024	142-101-11140	\$275.08
42000387	EPS Operations, LLC	8295	06/03/2024	142-101-11140	\$1,004.39
42000389	Hickman County Trustee	2937	06/03/2024	142-101-11140	\$9,058.27
42000391	Josh Houston & associates, Inc.	7413	06/03/2024	142-101-11140	\$96.00
42000394	Jones, Natalie	8308	06/03/2024	142-101-11140	\$268.00
42000397	ODP Business Solutions, LLC	4261	06/03/2024	142-101-11140	\$1,539.60
42000399	Perma Bound	4551	06/03/2024	142-101-11140	\$2,819.00
42000401	Scholastic, Inc.	4871	06/03/2024	142-101-11140	\$1,762.24
42000402	School Specialty	1433	06/03/2024	142-101-11140	\$1,858.40
142-101 Total:					\$18,680.98
42000389	Hickman County Trustee	2937	06/03/2024	142-201-11140	\$1,966.54
142-201 Total:					\$1,966.54
42000389	Hickman County Trustee	2937	06/03/2024	142-401-11140	\$63.74
142-401 Total:					\$63.74
42000389	Hickman County Trustee	2937	06/03/2024	142-601-11140	\$477.94
142-601 Total:					\$477.94
42000386	Dunn, Kristin	8259	06/03/2024	142-801-11140	\$336.21
42000389	Hickman County Trustee	2937	06/03/2024	142-801-11140	\$195.32
42000396	National Restaurant Association Solutions LLC	6331	06/03/2024	142-801-11140	\$647.47
142-801 Total:					\$1,179.00
42000380	Emery, Chelsey	8279	06/03/2024	142-901-11140	\$229.14
42000383	County Of Hickman Misc Acct	1633	06/03/2024	142-901-11140	\$159.79
42000384	Jesus, Mary De	8289	06/03/2024	142-901-11140	\$60.30
42000385	Dickson Co. General Sessions Court	1861	06/03/2024	142-901-11140	\$369.67
42000389	Hickman County Trustee	2937	06/03/2024	142-901-11140	\$10,556.67
142-901 Total:					\$11,375.57
42000389	Hickman County Trustee	2937	06/03/2024	142-911-11140	\$247.76
142-911 Total:					\$247.76
42000376	ADT Commercial	7196	06/03/2024	142-933-11140	\$48,494.81
42000377	Amazon	727	06/03/2024	142-933-11140	\$13,377.47
42000379	Central Technologies, Inc.	1668	06/03/2024	142-933-11140	\$1,550.00
42000381	CNB Computers USA, Inc.	6586	06/03/2024	142-933-11140	\$26,780.00
42000382	Codell Construction Company	7950	06/03/2024	142-933-11140	\$10,533.15
42000383	County Of Hickman Misc Acct	1633	06/03/2024	142-933-11140	\$200.00
42000389	Hickman County Trustee	2937	06/03/2024	142-933-11140	\$9,454.49
42000390	Howard Industries, Inc.	2866	06/03/2024	142-933-11140	\$46,044.00
42000401	Scholastic, Inc.	4871	06/03/2024	142-933-11140	\$6,973.70

Date/Time: 6/3/2024 12:46 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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42000405	Teacher Innovations, Inc.	8323	06/03/2024	142-933-11140	\$2,992.50	
					142-933 Total:	\$166,400.12
42000403	SchoolKit, LLC	7615	06/03/2024	142-936-11140	\$35,625.00	
					142-936 Total:	\$35,625.00
42000395	National Institute For Excellence In Teaching	4172	06/03/2024	142-959-11140	\$39,237.50	
					142-959 Total:	\$39,237.50
42000388	Felts, Olivia	7118	06/03/2024	142-964-11140	\$692.78	
42000389	Hickman County Trustee	2937	06/03/2024	142-964-11140	\$2,727.78	
42000398	Oriental Trading Co., Inc.	6258	06/03/2024	142-964-11140	\$607.39	
42000400	Quill, LLC	4574	06/03/2024	142-964-11140	\$305.09	
42000404	SCS Sign Co.	7418	06/03/2024	142-964-11140	\$1,286.38	
					142-964 Total:	\$5,619.42
					Bank Total:	\$284,124.02
					Bank Payment Count:	30

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001386	Anderson, Belinda	8051	06/03/2024	141- -11140	\$227.93
41001387	Armstrong, Robert B.	8361	06/03/2024	141- -11140	\$37.15
41001388	Buchanana, Lea A.	8359	06/03/2024	141- -11140	\$37.15
41001389	Central States Bus Sales, Inc.	1326	06/03/2024	141- -11140	\$149,158.00
41001390	Cochran, Lori	1724	06/03/2024	141- -11140	\$37.15
41001391	Condi Newhouse-Wallace	8360	06/03/2024	141- -11140	\$37.15
41001392	County Of Hickman Misc Acct	1633	06/03/2024	141- -11140	\$40,622.99
41001393	Dickson Co. General Sessions Court	1861	06/03/2024	141- -11140	\$966.34
41001394	Evans, Meghan	987	06/03/2024	141- -11140	\$172.86
41001395	Hickman Co. General Sessions	2858	06/03/2024	141- -11140	\$731.43
41001396	Hickman County Trustee	2937	06/03/2024	141- -11140	\$331,902.33
41001397	Kelsan, Inc.	3379	06/03/2024	141- -11140	\$5,979.92
41001398	Lakeshore Learning	3463	06/03/2024	141- -11140	\$1,414.31
41001399	Matrix Mechanical Solutions, LLC	7974	06/03/2024	141- -11140	\$3,690.00
41001400	McManus, Christy	8120	06/03/2024	141- -11140	\$136.55
41001401	Monica Ogles PT	7756	06/03/2024	141- -11140	\$3,312.66
41001402	Ostrander, Helen	8053	06/03/2024	141- -11140	\$38.68
41001403	Outside The Box	3315	06/03/2024	141- -11140	\$99.53
41001404	Owens, Leah C.	8358	06/03/2024	141- -11140	\$37.15
41001405	Tequipment, Inc.	8106	06/03/2024	141- -11140	\$2,000.00
41001406	Town Of Centerville	5315	06/03/2024	141- -11140	\$136.37
41001407	Trane U.S. Inc	5383	06/03/2024	141- -11140	\$12,691.00
41001408	United Rentals, Inc.	5767	06/03/2024	141- -11140	\$2,149.72
41001409	Walmart	5868	06/03/2024	141- -11140	\$1,553.51
141 Total:					\$557,169.88
Bank Total:					\$557,169.88
Bank Payment Count:					24

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001411	Amazon	727	06/05/2024	141- -11140	\$4,134.90
41001412	Bon Aqua Lyles Utility Distric	851	06/05/2024	141- -11140	\$5,670.02
41001413	County Of Hickman Misc Acct	1633	06/05/2024	141- -11140	\$186,431.70
41001414	Dorris Painting & Decor	1845	06/05/2024	141- -11140	\$7,100.00
41001415	Ferrellgas	7446	06/05/2024	141- -11140	\$983.72
41001416	Gary Bentley Trucking, LLC	7337	06/05/2024	141- -11140	\$2,069.23
41001417	Gasparro, Cynthia	2639	06/05/2024	141- -11140	\$37.15
41001418	Harvill, Nancy	2758	06/05/2024	141- -11140	\$5,628.00
41001419	Hibbs, Polly	3038	06/05/2024	141- -11140	\$37.15
41001420	Hinson, Gregory	2800	06/05/2024	141- -11140	\$125.00
41001421	Hoover, Kayla C.	319	06/05/2024	141- -11140	\$37.15
41001422	Davis, Mendy J.	8365	06/05/2024	141- -11140	\$37.15
41001423	Williams, Tanya K.	8366	06/05/2024	141- -11140	\$37.15
41001424	Main Street Emporium	7541	06/05/2024	141- -11140	\$120.55
41001425	Pawlak, Mark	6426	06/05/2024	141- -11140	\$37.15
41001426	Meriwether Lewis Electric Coop.	3694	06/05/2024	141- -11140	\$42,503.34
41001427	Cole, Lori N.	8364	06/05/2024	141- -11140	\$37.15
41001428	Taylor, Aaron N.	8363	06/05/2024	141- -11140	\$37.15
41001429	Quill, LLC	4574	06/05/2024	141- -11140	\$860.57
41001430	Mathis, Chelsea R.	8367	06/05/2024	141- -11140	\$37.15
41001431	Rietveid, Stephanie	993	06/05/2024	141- -11140	\$930.00
41001432	Robinson, Sheryl	4816	06/05/2024	141- -11140	\$37.15
41001433	Scholastic Literacy	4926	06/05/2024	141- -11140	\$247.10
41001434	Tennessee School Board Assoc.	61	06/05/2024	141- -11140	\$3,000.00
41001435	Town Of Centerville	5315	06/05/2024	141- -11140	\$747.31
41001436	Tsse Attention: Wayne Qualls	5508	06/05/2024	141- -11140	\$3,338.25
41001437	Utrust	5781	06/05/2024	141- -11140	\$5,885.51
41001438	West, John	5995	06/05/2024	141- -11140	\$37.15
41001439	Williams, Myles	6681	06/05/2024	141- -11140	\$178.15
41001440	WNKX Hickman Digital Media, INC.	3446	06/05/2024	141- -11140	\$2,760.00

141 Total: \$273,122.00

Bank Total: \$273,122.00

Bank Payment Count: 30

Bank Name

Bank Number

Federal

142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-010-11140	\$337.78
142-010 Total:					\$337.78
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-101-11140	\$2,225.15
142-101 Total:					\$2,225.15
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-201-11140	\$389.92
142-201 Total:					\$389.92
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-401-11140	\$420.83
142-401 Total:					\$420.83
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-601-11140	\$769.97
142-601 Total:					\$769.97
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-901-11140	\$1,174.45
42000407	Wilson, Anita	7954	06/05/2024	142-901-11140	\$1,474.00
142-901 Total:					\$2,648.45
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-933-11140	\$2,057.04
142-933 Total:					\$2,057.04
42000406	County Of Hickman Misc Acct	1633	06/05/2024	142-964-11140	\$868.99
142-964 Total:					\$868.99
Bank Total:					\$9,718.13
Bank Payment Count:					2

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000248	County Of Hickman Misc Acct	1633	06/05/2024	143- -11140	\$9,488.76
43000249	Matrix Mechanical Solutions, LLC	7974	06/05/2024	143- -11140	\$1,830.00
43000250	Town Of Centerville	5315	06/05/2024	143- -11140	\$127.62
143 Total:					\$11,446.38
Bank Total:					\$11,446.38
Bank Payment Count:					3

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001441	Hickman County Trustee	2937	06/07/2024	141- -11140	\$2,803.61

141 Total: \$2,803.61

Bank Total: \$2,803.61

Bank Payment Count: 1

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001442	A Dirty Job	665	06/10/2024	141- -11140	\$2,100.00
41001443	Ace Hardware	635	06/10/2024	141- -11140	\$963.03
41001444	Amazon	727	06/10/2024	141- -11140	\$621.93
41001445	AT & T	7542	06/10/2024	141- -11140	\$991.65
41001446	Bennett & DeCamp PLLC	8071	06/10/2024	141- -11140	\$301.00
41001447	Bluegrass Computer Systems,LLC	1030	06/10/2024	141- -11140	\$11,700.00
41001448	Brewer Chemicals & Equip, LLC	861	06/10/2024	141- -11140	\$420.00
41001449	Centerville Elementary School	1540	06/10/2024	141- -11140	\$35,140.99
41001450	Centerville Intermediate School	1290	06/10/2024	141- -11140	\$28,586.73
41001451	Central States Bus Sales, Inc.	1326	06/10/2024	141- -11140	\$1,072.12
41001452	Cumberland Sales Company	8330	06/10/2024	141- -11140	\$510.00
41001453	D.A.M. Dirt Works, LLC	8222	06/10/2024	141- -11140	\$600.00
41001454	Dean, Frank	2012	06/10/2024	141- -11140	\$37.15
41001455	Dickson Medical Associates	2022	06/10/2024	141- -11140	\$250.00
41001456	Don Kennedy Roofing Co., Inc.	6673	06/10/2024	141- -11140	\$1,559.18
41001457	East Hickman Elementary School	2212	06/10/2024	141- -11140	\$30,301.64
41001458	East Hickman High School	2113	06/10/2024	141- -11140	\$58,605.16
41001459	East Hickman Intermediate School	2213	06/10/2024	141- -11140	\$22,216.97
41001460	East Hickman Middle School	2201	06/10/2024	141- -11140	\$36,093.54
41001461	Everett Glass Company, LLC	8092	06/10/2024	141- -11140	\$239.00
41001462	FaciliServe, Inc.	1394	06/10/2024	141- -11140	\$10,675.00
41001463	Ferguson Enterprises, Inc.	2315	06/10/2024	141- -11140	\$325.29
41001464	Gallopage	8335	06/10/2024	141- -11140	\$45,995.88
41001465	Gilbert, Charles	2537	06/10/2024	141- -11140	\$1,312.50
41001466	Hickman County High School	2917	06/10/2024	141- -11140	\$43,266.45
41001467	Hickman County Middle School	2957	06/10/2024	141- -11140	\$32,048.18
41001468	K12 Book Service	8334	06/10/2024	141- -11140	\$3,299.40
41001469	Lawhorn, Amos	3518	06/10/2024	141- -11140	\$12.00
41001470	Lumber Yard, The	3652	06/10/2024	141- -11140	\$52.08
41001471	Mid-South Bus Center, Inc	3706	06/10/2024	141- -11140	\$2,755.02
41001472	MPS Bedford, Freeman, Worth Publishers	8336	06/10/2024	141- -11140	\$2,458.31
41001473	National Glazing Solutions	8189	06/10/2024	141- -11140	\$4,101.92
41001474	O'Reilly Auto Parts	4265	06/10/2024	141- -11140	\$928.82
41001475	Plumbmaster, Inc.	4379	06/10/2024	141- -11140	\$1,753.06
41001476	Prince Hardware, LLC	4321	06/10/2024	141- -11140	\$652.77
41001477	Rj Young Company	4691	06/10/2024	141- -11140	\$3,747.73
41001478	Roman A/V, LLC.	7045	06/10/2024	141- -11140	\$1,215.00
41001479	Tennessee Book Company	5286	06/10/2024	141- -11140	\$2,897.00
41001480	Unifirst Corp.	5758	06/10/2024	141- -11140	\$768.80
41001481	United Farm & Home Co-op	2769	06/10/2024	141- -11140	\$239.99
141 Total:					\$390,815.29
Bank Total:					\$390,815.29

Date/Time: 6/10/2024 12:55 PM

Hickman County Finance
Payment Register By Account Control

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Bank Payment Count:

40

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000408	Rj Young Company	4691	06/10/2024	142-010-11140	\$250.00
142-010 Total:					\$250.00
42000408	Rj Young Company	4691	06/10/2024	142-101-11140	\$186.41
142-101 Total:					\$186.41
42000408	Rj Young Company	4691	06/10/2024	142-964-11140	\$336.20
142-964 Total:					\$336.20
Bank Total:					\$772.61
Bank Payment Count:					1

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000251	Matrix Mechanical Solutions, LLC	7974	06/10/2024	143- -11140	\$2,720.00
43000252	Rj Young Company	4691	06/10/2024	143- -11140	\$331.37
143 Total:					\$3,051.37
Bank Total:					\$3,051.37
Bank Payment Count:					2

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000253	AT & T	7542	06/12/2024	143- -11140	\$227.87
43000254	Gordon Food Service, Inc.	2488	06/12/2024	143- -11140	\$62,173.46
43000255	Hickman County Trustee	2937	06/12/2024	143- -11140	\$2,681.19
43000256	Matrix Mechanical Solutions, LLC	7974	06/12/2024	143- -11140	\$3,062.98
43000257	Murfreesboro Pure Milk Co, Inc.	7552	06/12/2024	143- -11140	\$308.40
43000258	Optimus Pest Solutions	47	06/12/2024	143- -11140	\$240.00
43000259	Palmer Foodservice	3230	06/12/2024	143- -11140	\$1,874.56
43000260	Pepsi Cola	6726	06/12/2024	143- -11140	\$909.84
43000261	Prairie Farms Dairy	18	06/12/2024	143- -11140	\$13,499.85
43000262	Prince Hardware, LLC	4321	06/12/2024	143- -11140	\$941.10
43000263	SNA Depository	4878	06/12/2024	143- -11140	\$55.00
43000264	State of Tennessee	6660	06/12/2024	143- -11140	\$640.00
43000265	Parman, Tina	8370	06/12/2024	143- -11140	\$43.10
43000266	Volco	5841	06/12/2024	143- -11140	\$28.91
143 Total:					\$86,686.26
Bank Total:					\$86,686.26
Bank Payment Count:					14

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001482	AT & T	7542	06/12/2024	141- -11140	\$83.21
41001483	County Of Hickman Misc Acct	1633	06/12/2024	141- -11140	\$6,099.13
41001484	Gilbert, Allison P.	310	06/12/2024	141- -11140	\$37.15
41001485	Southern Duplicating of Clarksdale, Inc.	7343	06/12/2024	141- -11140	\$85.04
41001486	Totty, Loretta A.	8355	06/12/2024	141- -11140	\$37.15
141 Total:					\$6,341.68
Bank Total:					\$6,341.68
Bank Payment Count:					5

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001487	Breece, Tabby	1050	06/12/2024	141- -11140	\$37.15
41001488	Interpreters Unlimited, Inc.	6501	06/12/2024	141- -11140	\$45.00
41001489	Motion Industries, Inc.	8332	06/12/2024	141- -11140	\$2,340.54
41001490	Town Of Centerville	5315	06/12/2024	141- -11140	\$6,076.06
41001491	Verizon Wireless	5823	06/12/2024	141- -11140	\$68.04
41001492	Visa	8268	06/12/2024	141- -11140	\$76.90

141 Total: \$8,643.69

Bank Total: \$8,643.69

Bank Payment Count: 6

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000410	Visa	8268	06/12/2024	142-801-11140	\$2,160.00
142-801 Total:					\$2,160.00
42000409	The King's Daughter's School	7928	06/12/2024	142-901-11140	\$4,500.00
142-901 Total:					\$4,500.00
Bank Total:					\$6,660.00
Bank Payment Count:					2

Bank Name Bank Number
 Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000411	Hickman Co Trustee	2722	06/13/2024	142-010-11140	\$56.60
142-010 Total:					\$56.60
42000411	Hickman Co Trustee	2722	06/13/2024	142-101-11140	\$113.20
142-101 Total:					\$113.20
42000411	Hickman Co Trustee	2722	06/13/2024	142-201-11140	\$113.20
142-201 Total:					\$113.20
42000411	Hickman Co Trustee	2722	06/13/2024	142-901-11140	\$740.00
142-901 Total:					\$740.00
42000411	Hickman Co Trustee	2722	06/13/2024	142-911-11140	\$56.60
142-911 Total:					\$56.60
42000411	Hickman Co Trustee	2722	06/13/2024	142-933-11140	\$893.78
142-933 Total:					\$893.78
42000411	Hickman Co Trustee	2722	06/13/2024	142-964-11140	\$445.58
142-964 Total:					\$445.58
Bank Total:					\$2,418.96
Bank Payment Count:					1

Date/Time: 6/13/2024 9:43 AM

Hickman County Finance
Payment Register By Account Control

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Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001493	Hickman Co Trustee	2722	06/13/2024	141- -11140	\$732,193.09
141 Total:					\$732,193.09
Bank Total:					\$732,193.09
Bank Payment Count:					1

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001494	Ameritas Life Insurance Corp.	7442	06/17/2024	141- -11140	\$3,136.94
41001495	Apple, Inc.	774	06/17/2024	141- -11140	\$1,796.00
41001496	AT & T	7542	06/17/2024	141- -11140	\$1,400.26
41001497	Baker, Sherri	7798	06/17/2024	141- -11140	\$57.62
41001498	Church, Jeff	1524	06/17/2024	141- -11140	\$37.15
41001499	David's Body Shop	1760	06/17/2024	141- -11140	\$5,885.00
41001500	Dickson Graphics	2002	06/17/2024	141- -11140	\$620.64
41001501	Hatton, Lynn	5923	06/17/2024	141- -11140	\$150.00
41001502	Hatton, Mary Ellen	6676	06/17/2024	141- -11140	\$150.00
41001503	Hickman Co Clerk	3082	06/17/2024	141- -11140	\$20.50
41001504	Hickman Co Solid Waste Dept.	2717	06/17/2024	141- -11140	\$9.60
41001505	Howard Industries, Inc.	2866	06/17/2024	141- -11140	\$4,200.00
41001506	Matrix Mechanical Solutions, LLC	7974	06/17/2024	141- -11140	\$23,631.00
41001507	Mcc Nashville	1836	06/17/2024	141- -11140	\$750.00
41001508	Oriental Trading Co., Inc.	6258	06/17/2024	141- -11140	\$497.41
41001509	Southern Consulting	5220	06/17/2024	141- -11140	\$7,980.00
41001510	UPS	8274	06/17/2024	141- -11140	\$34.40
141 Total:					\$50,356.52
Bank Total:					\$50,356.52
Bank Payment Count:					17

Bank Name

Bank Number

Federal

142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000413	Ameritas Life Insurance Corp.	7442	06/17/2024	142-101-11140	\$19.88
142-101 Total:					\$19.88
42000413	Ameritas Life Insurance Corp.	7442	06/17/2024	142-201-11140	\$18.00
142-201 Total:					\$18.00
42000413	Ameritas Life Insurance Corp.	7442	06/17/2024	142-901-11140	\$49.70
142-901 Total:					\$49.70
42000413	Ameritas Life Insurance Corp.	7442	06/17/2024	142-911-11140	\$9.94
142-911 Total:					\$9.94
<i>see attached*</i> 42000412	ADT Commercial	7196	06/17/2024	142-933-11140	\$15,967.43
42000413	Ameritas Life Insurance Corp.	7442	06/17/2024	142-933-11140	\$63.42
42000414	Amplify Education, Inc.	6489	06/17/2024	142-933-11140	\$66,916.80
42000415	Codell Construction Company	7950	06/17/2024	142-933-11140	\$2,375.93
42000416	Hickman Co Board Of Ed.	2734	06/17/2024	142-933-11140	\$150,473.60
42000417	National Glazing Solutions	8189	06/17/2024	142-933-11140	\$12,259.47
142-933 Total:					\$248,056.65
42000413	Ameritas Life Insurance Corp.	7442	06/17/2024	142-964-11140	\$26.74
42000418	Oriental Trading Co., Inc.	6258	06/17/2024	142-964-11140	\$426.41
142-964 Total:					\$453.15
Bank Total:					\$248,607.32
Bank Payment Count:					7

This check was voided and was re-written on 6/17/24.

The PO was accidentally closed and voiding the check was the only option to re-open the PO so other draws could be made from the PO.
Breece

HICKMAN COUNTY BOARD OF EDUCATION CENTERVILLE, TENNESSEE 37033

42000412

Inv/CM Date: 06/17/2024 Inv/CM #: 155239483

PO #: 142-6816

Vch:

Tot: \$15,967.43

GL Account

Net Amount

Cash Amount

142-933-76100-707

\$15,967.43

Vendor: ADT Commercial

Payment Date: 06/17/2024 Payment #: 42000412

Payment Amount: \$15,967.43

DETACH AND RETAIN THIS STUB BEFORE CASHING

THIS DOCUMENT HAS A COLORED BACKGROUND, HAS AN ULTRAVIOLET INK FEATURE AND CONTAINS A WATERMARK.

TO THE TRUSTEE OF HICKMAN COUNTY
HICKMAN COUNTY BOARD OF EDUCATION
115 MURPHREE AVENUE
CENTERVILLE, TENNESSEE 37033

PUBLIC SCHOOL WARRANT
ON THE FEDERAL PROJECTS SCHOOL FUND

42000412

CHAPTER _____ PROJECT _____

VOID AFTER 90 DAYS

87-905
641

*****15,967 DOLLARS AND 43 CENTS

06/17/2024 142-933 42000412 \$15,967.43

PAY TO THE ORDER OF

DATE

CHECK NO.

AMOUNT

ADT Commercial
P.O. Box 372987
Kansas City, MO 64187-2987

Captain [Signature]
FINANCIAL OFFICER MP

Ronald [Signature]
CHAIRMAN, BOARD OF EDUCATION MP

John [Signature]
SECRETARY, BOARD OF EDUCATION MP

⑈ 42000412 ⑈ ⑆ 064109057⑆ 00235821⑈

WARNING: MICROPRINTING IN SIGNATURE LINE. MAGNIFY TO VERIFY ORIGINAL CHECK.

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001511	Allegra Print & Imaging	650	06/18/2024	141- -11140	\$814.55
41001512	Amazon	727	06/18/2024	141- -11140	\$3,993.28
41001513	American Fidelity Assurance	637	06/18/2024	141- -11140	\$15,137.81
41001514	American Fidelity Assurance Co	636	06/18/2024	141- -11140	\$73,292.54
41001515	American Fidelity Assurance Co	652	06/18/2024	141- -11140	\$9,045.00
41001516	Anderson, Belinda	8051	06/18/2024	141- -11140	\$200.33
41001517	AT & T	7542	06/18/2024	141- -11140	\$55.00
41001518	Beam Insurance Administrators LLC	7435	06/18/2024	141- -11140	\$11,114.08
41001519	Beard, Marla D.	159	06/18/2024	141- -11140	\$37.15
41001520	CNB Computers USA, Inc.	6586	06/18/2024	141- -11140	\$2,000.00
41001521	County Of Hickman Misc Acct	1633	06/18/2024	141- -11140	\$33,111.54
41001522	Delaney, Sarah	1971	06/18/2024	141- -11140	\$37.15
41001523	Dickson Co. General Sessions Court	1861	06/18/2024	141- -11140	\$966.34
41001524	Dickson Electric System	1806	06/18/2024	141- -11140	\$29,051.02
41001525	EnamelPins, Inc	8350	06/18/2024	141- -11140	\$201.00
41001526	Hickman County Trustee	2937	06/18/2024	141- -11140	\$273,734.32
41001527	Manor, Angie	4106	06/18/2024	141- -11140	\$116.58
41001528	Matrix Mechanical Solutions, LLC	7974	06/18/2024	141- -11140	\$1,708.48
41001529	Presley, Jonathan Michael	4465	06/18/2024	141- -11140	\$37.15
41001530	Pace Analytical National	2230	06/18/2024	141- -11140	\$329.30
41001531	Phase 1 Construction, LLC	7934	06/18/2024	141- -11140	\$5,752.00
41001532	Rochelle, Larry	4690	06/18/2024	141- -11140	\$37.15
41001533	Roman A/V, LLC.	7045	06/18/2024	141- -11140	\$1,350.00
41001534	Southern Duplicating of Clarksdale, Inc.	7343	06/18/2024	141- -11140	\$67.68
41001535	Town Of Centerville	5315	06/18/2024	141- -11140	\$3,552.26
41001536	TransACT Communications, LLC	5347	06/18/2024	141- -11140	\$5,200.00

141 Total: \$470,941.71

Bank Total: \$470,941.71

Bank Payment Count: 26

Hickman County Finance
Payment Register By Account Control

Bank Name

Bank Number

Federal

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<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000420	American Fidelity Assurance Co	636	06/18/2024	142-010-11140	\$145.14
142-010 Total:					\$145.14
42000420	American Fidelity Assurance Co	636	06/18/2024	142-101-11140	\$298.06
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-101-11140	\$63.50
42000423	Hickman County Trustee	2937	06/18/2024	142-101-11140	\$9,058.39
142-101 Total:					\$9,419.95
42000420	American Fidelity Assurance Co	636	06/18/2024	142-201-11140	\$370.44
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-201-11140	\$63.49
42000423	Hickman County Trustee	2937	06/18/2024	142-201-11140	\$1,493.23
142-201 Total:					\$1,927.16
42000423	Hickman County Trustee	2937	06/18/2024	142-401-11140	\$63.74
142-401 Total:					\$63.74
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-801-11140	\$31.75
42000423	Hickman County Trustee	2937	06/18/2024	142-801-11140	\$195.34
142-801 Total:					\$227.09
42000420	American Fidelity Assurance Co	636	06/18/2024	142-901-11140	\$1,120.48
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-901-11140	\$162.86
42000422	County Of Hickman Misc Acct	1633	06/18/2024	142-901-11140	\$209.79
42000423	Hickman County Trustee	2937	06/18/2024	142-901-11140	\$9,984.88
142-901 Total:					\$11,478.01
42000420	American Fidelity Assurance Co	636	06/18/2024	142-911-11140	\$81.60
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-911-11140	\$31.75
42000423	Hickman County Trustee	2937	06/18/2024	142-911-11140	\$247.76
142-911 Total:					\$361.11
42000419	ADT Commercial	7196	06/18/2024	142-933-11140	\$15,967.43
42000420	American Fidelity Assurance Co	636	06/18/2024	142-933-11140	\$621.08
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-933-11140	\$262.49
42000422	County Of Hickman Misc Acct	1633	06/18/2024	142-933-11140	\$40.00
42000423	Hickman County Trustee	2937	06/18/2024	142-933-11140	\$7,743.24
142-933 Total:					\$24,634.24
42000420	American Fidelity Assurance Co	636	06/18/2024	142-964-11140	\$294.72
42000421	Beam Insurance Administrators LLC	7435	06/18/2024	142-964-11140	\$112.79
42000423	Hickman County Trustee	2937	06/18/2024	142-964-11140	\$1,451.27
142-964 Total:					\$1,858.78
Bank Total:					\$50,115.22
Bank Payment Count:					5

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000267	AT & T	7542	06/18/2024	143- -11140	\$50.42
143 Total:					\$50.42
Bank Total:					\$50.42
Bank Payment Count:					1

Hickman County Finance
 Payment Register By Account Control

Bank Name Bank Number
 General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001537	Bowman, Amanda	964	06/24/2024	141- -11140	\$313.56
41001538	Central Technologies, Inc.	1668	06/24/2024	141- -11140	\$11,000.00
41001539	Ferrellgas	7446	06/24/2024	141- -11140	\$1,730.01
41001540	Gammons, Ronald D.	2612	06/24/2024	141- -11140	\$321.60
41001541	Guardian Systems	2592	06/24/2024	141- -11140	\$3,456.00
41001542	James, Mindy	7042	06/24/2024	141- -11140	\$37.15
41001543	Knight, Jennifer	8375	06/24/2024	141- -11140	\$37.15
41001544	Hobbs, Kara	6361	06/24/2024	141- -11140	\$358.45
41001545	Lawhorn, Amos	3518	06/24/2024	141- -11140	\$37.15
41001546	Lawson, Tarrah	3672	06/24/2024	141- -11140	\$37.15
41001547	Liftnow Automotive Equipment Corp.	8333	06/24/2024	141- -11140	\$24,063.20
41001548	McManus, Christy	8120	06/24/2024	141- -11140	\$315.17
41001549	Owen's Oil Co., Inc.	4257	06/24/2024	141- -11140	\$8,065.25
41001550	Pace Analytical National	2230	06/24/2024	141- -11140	\$329.30
41001551	Postmaster	4334	06/24/2024	141- -11140	\$979.20
41001552	Raptor Technologies, LLC	6690	06/24/2024	141- -11140	\$1,370.00
41001553	Republic Service, LLC #840	4739	06/24/2024	141- -11140	\$2,532.93
41001554	Save A Lot	4820	06/24/2024	141- -11140	\$2,302.04
41001555	Taylor, Kimberly	8228	06/24/2024	141- -11140	\$37.15
141 Total:					\$57,322.46
Bank Total:					\$57,322.46
Bank Payment Count:					19

Hickman County Finance
 Payment Register By Account Control

Bank Name Federal Bank Number 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000428	Tim Rochelle Cornwell Tools	5407	06/24/2024	142-801-11140	\$5,031.36
142-801 Total:					\$5,031.36
42000426	Quill	4576	06/24/2024	142-901-11140	\$51.18
142-901 Total:					\$51.18
42000427	Scott, Kim	8121	06/24/2024	142-933-11140	\$2,000.00
142-933 Total:					\$2,000.00
42000424	Amazon	727	06/24/2024	142-964-11140	\$4,010.07
42000425	Gentle Giant Awards	8160	06/24/2024	142-964-11140	\$196.90
142-964 Total:					\$4,206.97
Bank Total:					\$11,289.51
Bank Payment Count:					5

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000268	Dykes Food Service Solutions	8353	06/25/2024	143- -11140	\$48,000.49
43000269	Fesco	2399	06/25/2024	143- -11140	\$1,418.80
43000270	Gordon Food Service, Inc.	2488	06/25/2024	143- -11140	\$22,025.69
43000271	Hickman County Trustee	2937	06/25/2024	143- -11140	\$8,833.31
43000272	Murfreesboro Pure Milk Co, Inc.	7552	06/25/2024	143- -11140	\$235.20
43000273	Optimus Pest Solutions	47	06/25/2024	143- -11140	\$240.00
43000274	Prairie Farms Dairy	18	06/25/2024	143- -11140	\$1,261.17
43000275	Prince Hardware, LLC	4321	06/25/2024	143- -11140	\$43.48
43000276	Total Group	8312	06/25/2024	143- -11140	\$10,685.39
43000277	Virco, Inc.	5830	06/25/2024	143- -11140	\$9,594.00
43000278	Volco	5841	06/25/2024	143- -11140	\$40.52
143 Total:					<u>\$102,378.05</u>
Bank Total:					<u>\$102,378.05</u>
Bank Payment Count:					11

Bank Name **Bank Number**
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001556	Breece, Debbie	853	06/25/2024	141- -11140	\$366.49
41001557	Central Technologies, Inc.	1668	06/25/2024	141- -11140	\$15,000.00
41001558	Crumpler, Jamie Nichol	1800	06/25/2024	141- -11140	\$45.56
41001559	Hickman Co Board Of Ed	2729	06/25/2024	141- -11140	\$396.00
41001560	Hickman Co Trustee	2722	06/25/2024	141- -11140	\$5,370.15
41001561	Howell, Felicity Lasha	2984	06/25/2024	141- -11140	\$108.90
41001562	Jobs For Tennessee Graduates, Inc.	3363	06/25/2024	141- -11140	\$10,000.00
41001563	Lumen/Centurylink	4577	06/25/2024	141- -11140	\$134.30
41001564	Quill, LLC	4574	06/25/2024	141- -11140	\$4,488.28
41001565	Water Authority Of Dickson Co.	5874	06/25/2024	141- -11140	\$2,040.40
141 Total:					\$37,950.08
Bank Total:					\$37,950.08
Bank Payment Count:					10

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000429	Gentle Giant Awards	8160	06/25/2024	142-964-11140	\$175.00
142-964 Total:					\$175.00
Bank Total:					\$175.00
Bank Payment Count:					1

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001566	American Fidelity Administrative Services, LLC	802	06/26/2024	141- -11140	\$520.20
41001567	Bennett & DeCamp PLLC	8071	06/26/2024	141- -11140	\$236.50
41001568	Boehms, Charlotte	1209	06/26/2024	141- -11140	\$532.33
41001569	County Of Hickman Misc Acct	1633	06/26/2024	141- -11140	\$9,018.93
41001570	Ferrellgas	7446	06/26/2024	141- -11140	\$255.04
41001571	Hickman Co Board Of Ed.	2734	06/26/2024	141- -11140	\$63,090.72
41001572	Hickman Co Debt Service Fund	2741	06/26/2024	141- -11140	\$27,219.00
41001573	Hickman County High School	2917	06/26/2024	141- -11140	\$6,400.29
41001574	Hickman County Trustee	2937	06/26/2024	141- -11140	\$72,871.64
41001575	LinePro Striping, LLC	8371	06/26/2024	141- -11140	\$28,845.00
41001576	Rj Young Company	4691	06/26/2024	141- -11140	\$4,123.58
41001577	Unifirst Corp.	5758	06/26/2024	141- -11140	\$441.81
41001578	Waverly Glass Inc.	5863	06/26/2024	141- -11140	\$7,789.00
141 Total:					\$221,344.04
Bank Total:					\$221,344.04
Bank Payment Count:					13

Hickman County Finance
Payment Register By Account Control

<u>Bank Name</u>		<u>Bank Number</u>					<u>Amount</u>	
Federal		142						
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>				
42000435	Rj Young Company	4691	06/26/2024	142-010-11140			\$250.00	
							142-010 Total:	\$250.00
42000435	Rj Young Company	4691	06/26/2024	142-101-11140			\$186.41	
							142-101 Total:	\$186.41
42000432	Hickman Co Board Of Ed.	2734	06/26/2024	142-801-11140			\$6,327.05	
42000434	Prince Hardware, LLC	4321	06/26/2024	142-801-11140			\$966.67	
							142-801 Total:	\$7,293.72
42000430	ADT Commercial	7196	06/26/2024	142-933-11140			\$101,616.37	
42000431	County Of Hickman Misc Acct	1633	06/26/2024	142-933-11140			\$324.75	
42000433	Hickman County Trustee	2937	06/26/2024	142-933-11140			\$13,477.90	
42000436	Trane U.S. Inc	5383	06/26/2024	142-933-11140			\$115,982.00	
							142-933 Total:	\$231,401.02
42000432	Hickman Co Board Of Ed.	2734	06/26/2024	142-936-11140			\$35,625.00	
							142-936 Total:	\$35,625.00
							Bank Total:	\$274,756.15
							Bank Payment Count:	7

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000279	Matrix Mechanical Solutions, LLC	7974	06/26/2024	143- -11140	\$6,482.50
43000280	Rj Young Company	4691	06/26/2024	143- -11140	\$331.37
43000281	Volco	5841	06/26/2024	143- -11140	\$524.69
143 Total:					<u>\$7,338.56</u>
Bank Total:					<u>\$7,338.56</u>
Bank Payment Count:					3

Hickman County Finance
Payment Register By Account Control

Bank Name Bank Number
Federal 142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-010-11140	\$13,334.25
142-010 Total:					\$13,334.25
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-101-11140	\$59,464.75
142-101 Total:					\$59,464.75
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-201-11140	\$15,015.05
142-201 Total:					\$15,015.05
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-401-11140	\$4,561.32
142-401 Total:					\$4,561.32
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-601-11140	\$3,672.58
142-601 Total:					\$3,672.58
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-801-11140	\$190.48
142-801 Total:					\$190.48
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-901-11140	\$111,250.17
142-901 Total:					\$111,250.17
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-911-11140	\$4,532.30
142-911 Total:					\$4,532.30
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-932-11140	\$7.64
142-932 Total:					\$7.64
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-933-11140	\$109,977.93
142-933 Total:					\$109,977.93
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-937-11140	\$10,291.07
142-937 Total:					\$10,291.07
42000437	Hickman Co Board Of Ed.	2734	06/27/2024	142-964-11140	\$24,548.82
142-964 Total:					\$24,548.82
Bank Total:					\$356,846.36
Bank Payment Count:					1

Bank Name Bank Number
General Purpose 141

*VOID
REISSUED*

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001579	Hickman Co Board Of Ed	2729	06/27/2024	141- -11140	\$2,394.02
41001580	Hickman Co Board Of Ed.	2734	06/27/2024	141- -11140	\$12,528.85
41001581	Fussell, Diana T.	8376	06/27/2024	141- -11140	\$37.15
41001582	Town Of Centerville	5315	06/27/2024	141- -11140	\$348.01
141 Total:					\$15,308.03
Bank Total:					\$15,308.03
Bank Payment Count:					4

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000282	Hickman Co Board Of Ed.	2734	06/27/2024	143- -11140	\$168,176.00
143 Total:					\$168,176.00
Bank Total:					\$168,176.00
Bank Payment Count:					.1

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001583	Hickman Co Board Of Ed	2729	06/27/2024	141- -11140	\$12,528.85
141 Total:					\$12,528.85
Bank Total:					\$12,528.85
Bank Payment Count:					1

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001584	Presley, John M. Jr.	8377	06/28/2024	141- -11140	\$37.15
141 Total:					\$37.15
Bank Total:					\$37.15
Bank Payment Count:					1

Date/Time: 7/3/2024 12:35 PM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
Page 1 of 1

Bank Name Bank Number
General Purpose 141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001597	Town Of Centerville	5315	07/03/2024	141- -11140	\$345.97

141 Total: \$345.97

Bank Total: \$345.97

Bank Payment Count: 1

Bank Name Bank Number
Cafeteria 143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000283	County Of Hickman Misc Acct	1633	07/03/2024	143- -11140	\$9,170.50
43000284	Vise, Curtis	7529	07/03/2024	143- -11140	\$17.65
143 Total:					\$9,188.15
Bank Total:					\$9,188.15
Bank Payment Count:					2

Bank Name
General Purpose

Bank Number
141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41001585	Bon Aqua Lyles Utility Distric	851	07/03/2024	141- -11140	\$3,812.91
41001586	County Of Hickman Misc Acct	1633	07/03/2024	141- -11140	\$338,562.04
41001587	Emerson, Robyn	2280	07/03/2024	141- -11140	\$45.56
41001588	FinalForms	8194	07/03/2024	141- -11140	\$4,500.00
41001589	Hickman Co Times	2718	07/03/2024	141- -11140	\$27.00
41001590	Hickman County Trustee	2937	07/03/2024	141- -11140	\$189.40
41001591	Main Street Emporium	7541	07/03/2024	141- -11140	\$20.75
41001592	Meriwether Lewis Electric	3675	07/03/2024	141- -11140	\$41,391.84
41001593	Tennessee Organization Of School Superintendents	5595	07/03/2024	141- -11140	\$2,493.00
41001594	Tennessee Risk Management Trust	5511	07/03/2024	141- -11140	\$635,030.00
41001595	Toss	5723	07/03/2024	141- -11140	\$2,250.00
41001596	TSPMA Debbie Shedden	6663	07/03/2024	141- -11140	\$475.00
141 Total:					\$1,028,797.50
Bank Total:					\$1,028,797.50
Bank Payment Count:					12

Hickman County Finance
Payment Register By Account Control

Bank Name

Bank Number

Federal

142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-010-11140	\$337.78	
					142-010 Total:	\$337.78
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-101-11140	\$3,855.76	
					142-101 Total:	\$3,855.76
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-201-11140	\$668.30	
					142-201 Total:	\$668.30
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-401-11140	\$41.66	
					142-401 Total:	\$41.66
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-601-11140	\$104.36	
					142-601 Total:	\$104.36
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-901-11140	\$2,261.40	
					142-901 Total:	\$2,261.40
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-933-11140	\$4,700.48	
					142-933 Total:	\$4,700.48
42000438	County Of Hickman Misc Acct	1633	07/03/2024	142-964-11140	\$1,011.12	
					142-964 Total:	\$1,011.12
					Bank Total:	\$12,980.86
					Bank Payment Count:	1

Agreement to Administer the School Nutrition Program(s) for Local Education Agencies/ SFAs School Year 2024-25

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2023-24 Agreement and Free and Reduced Price Policy Statement to operate the School Nutrition Program(s) and will ensure all school personnel abide with the provisions set forth in the Agreement and Policy Statement.

Hickman County Board of Education
[Name of SFA]

410
[SFA Agr #]

System UEI Number: U6DSG BR?SWN 5

Indirect Cost Rate: 16.03

On behalf of the School Food Authority:

Director of Schools:

John Mullins
[Print]

John Mullins
[Signature]

6-10-24
[Date]

School Nutrition Program Administrator:

Sharon Burns
[Print]

Sharon Burns
[Signature]

6-10-24
[Date]

On behalf of the Tennessee Department of Education:

State Director, School Nutrition Program:

Joshua Nunnally
[Print]

[Signature]

[Date]

NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After completing the automated Agreement renewal process, reviewing the Agreement and the Policy Statement, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.

Local Agriculture Products Compliance Plan School Year 2024-25

T.C.A § 49-6-2303-6

Hickman County Board of Education
[Name of SFA]

410
[SFA Agr #]

I/we certify to the Tennessee Commissioner of Education that the School Nutrition Program was implemented according to this plan for compliance and that we will make efforts to:

- Make available to our school nutrition program local agriculture products, freshness and transportation cost to be considered
- Allow flexible bidding process to assist farmers to bid competitively on portions of a given bid, rather than the entire bid
- Require that all food provided for public school use meet or exceed food safety standards for commercial food operations

Each local school board shall submit this plan for compliance 60 days prior to the beginning of the school year. In subsequent school year, each local school board shall submit modifications to this plan 60 days prior to the beginning of the school year.

On behalf of the School Food Authority:

Director of Schools:

John Mullins
[Print]

John Mullins
[Signature]

6-10-24
[Date]

School Board Chairperson:

Ronald Gammons
[Print]

Ronald Gammons
[Signature]

6-11-24
[Date]

NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After reviewing the Local Agriculture Products Compliance Plan, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.



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

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

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

Memorandum

To: Board Members
From: John Mullins
Date: 6/27/2024
Re: July Director's Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Ally Kasper
Dafne Burgos
Shannon Kwiatkowski
Rachel Owens
Monica Laird
Chelsea Mathis
Olivia Craft
Colyn McKnight
Cody Douchane

EHMS ELA
HCHS Spanish
HCHS English
CES PreK Teacher
EHHS Math Teacher
CES 2nd Grade Teacher
CES 1st Grade Teacher
CES AP
HCHS JTG/Baseball Coach

Support Staff

Shayna Scoggins

EHMS Sp Ed Assistant-Grow Your Own

Resignation

Professional

Ronnie Brewer
Chris Parker
Caleb Brewer
Ed Medford
David Carroll
Sam McGreevy
Cullen Homolka
Christopher Schwerdtfeger
Savannah Anglin
Jennifer Cooper

HCHS Principal
CES Teacher/HCHS Baseball Coach
EHHS Teacher/EHHS Baseball Coach
HCMS/HCHS Band Director
HCHS Math Teacher
EHMS Teacher
EHHS Teacher
EHMS Sp Ed Teacher
CES Sp Ed Teacher
HCHS Teacher

Support Staff

Pamela Parra
Sierra Seeback

CES Assistant
HCMS ESSER Assistant

Retirement

Professional

Support Staff

Transfers

Professional

Amy McAbee
Ron Puckett
Robyn Emerson
Zach Bentley

CES AP to CES Principal
HCMS AP to HCMS Teacher
HCHS AP to HCHS Principal
HCMS Teacher to HCMS AP

Support Staff

Appointment

Professional

Support Staff

Open Positions

Bus Drivers
Food Service
Sp Ed Teachers
Math Teachers
ESL Teacher

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



BILL LEE
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
NINTH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0375

LIZZETTE REYNOLDS
COMMISSIONER

June 27, 2024

Dear Director Mullins,

The Tennessee Investment in Student Achievement (TISA) Act passed in 2022, enacting a student-based funding formula that generates funding based on individual student need. The new funding formula generated more than one billion new dollars of state investment for students across Tennessee.

This letter and associated data file provide the **Final FY25 TISA allocation** for your district, building on six months of data verification and estimates.

FY25 TISA Allocation

Allocations in the table below include the **base, weighted and direct funding** generated by student data submitted by your district **averaged over all nine reporting periods of the 2023-24 school year**. This information was pulled on June 17, 2024, and reflects a full application of the [TISA Rules](#). Additionally, a table has been included below to detail the split between state and local funds required by the formula, as well as your district's current maintenance of effort local funding level. In reviewing this information, please be mindful of the data caveats noted above your district's allocation table and in the district data files.

There are some key updates for FY25 to be aware of as your district reviews the final allocation:

- **Economically Disadvantaged Funding:** Students generated funding for the economically disadvantaged weight based on the following student classification codes: Direct Certification of economic disadvantage (J), Foster Care (FOS01), Homeless (H), Migrant (I) and Runaway (U). Students identified in the Medicaid eligibility pilot program for school nutrition who only met Medicaid Free or Medicaid Reduced criteria should have been coded as "MF" or "MR" and are not included in your Economically Disadvantaged ADM (ED ADM) for funding.

For some districts, economically disadvantaged counts for the current school year are lower than expected, potentially influenced by delayed timelines in certification of SNAP and TANF benefits. In recognition of these challenges, the state proactively processed automatic data appeals to ensure all districts were held harmless from the delayed certification timelines. **Unless a district requested otherwise, districts were funded at the higher ED ADM values between the 2023-24 school year or the 2022-23 school year. This provision only applied to the FY25 TISA allocations.**

- **English Learners and Characteristics of Dyslexia Funding:** For the 2024-25 school year, based on data generated in the 2023-24 school year, funding is allocated for all English Learner students who meet the EL Tier I-III definitions as outlined in TISA Rule and have an Individual Learning Plan (ILP) finalized in TN PULSE at their full ADM generated based on the student's enrollment date. If an EL student was enrolled in your district but transferred out prior to an ILP being established in TN PULSE, the district received credit for the student's EL ADM value in your district. These values are reflected in the allocations below and corresponding data files.

Similarly, 2024-25 school year funding is provided for all students who met the criteria for Characteristics of Dyslexia as defined in rule and have a finalized ILP-D in TN PULSE at full ADM generated based on the student's enrollment date.

District Data File

To be reviewed in combination with the table below, the department has uploaded a *FY25 Final Allocation TISA District File* to your TNShare EIS Administrator folder. Tabs within the file include the following information specific to your district:

- TISA Calculator – Includes application of the TISA rules to district data, a local contribution calculator, and required funds for existing educator salary increases pursuant to T.C.A. 49-3-105(e)
- Reporting Period Summary tab with averages by funding line and reporting period
- School Calculations tab includes funding amounts by school
- School Counts tab with averaged reporting periods by funding line
- ED Hold Harmless Tab includes final ED ADM counts for 2022-23, current ED ADM counts for 2023-24 and the higher of the two for application of the hold harmless provision
- District-submitted and state level input data:
 - Base Average Daily Membership (ADM) (also used for Small, Sparse, Concentrated Poverty, Post-Secondary Test, K-3 Literacy, and Charter)
 - Economically Disadvantaged ADM by student and school
 - Concentrated poverty school list from district Consolidated Funding Application in ePlan
 - Sparse calculation inputs of square miles by county
 - Special Education ADM by student and school
 - English Learner ADM by student and school with English Learner Tier
 - Characteristics of Dyslexia ADM by student and school
 - Career and Technical Education ADM (CTE ADM) by student and by course
 - **2024 3rd Grade ELA TCAP results by student by school**

Sincerely,

Lizzette Reynolds
Commissioner

TISA- FY25 Final Allocations

The table below includes the district's FY25 final TISA allocation and is subject to the following caveats and data notes:

- Students/Services reflect the average of each input as reported by districts across Reporting Periods 1-9.
- Funding amounts are reflective of the state's final FY25 budget.
- Allocations do not include outcomes funding, fast-growth funding, or other related grants that are determined at the end of the school year or in the upcoming year.
- Total allocations represent the combined value of state funds and local required funds under TISA.

TISA - FY25 Allocations				
District	Hickman County		District ID	410
Element	Amount/Weight	Students/Services		Funding
BASE	\$7,075.00	2,940.39		\$20,803,276.36
WEIGHTS				
Economically Disadvantaged*	25%	872.61		\$1,543,431.19
Concentrated Poverty	5%	2,921.00		\$1,033,303.03
Small	5%	0.00		\$0.00
Sparse	5%	2,940.39		\$1,040,163.82
Unique Learning Need 1	15%	367.29		\$389,790.15
Unique Learning Need 2	20%	291.14		\$411,965.10
Unique Learning Need 3	40%	121.60		\$344,115.12
Unique Learning Need 4	60%	11.26		\$47,803.42
Unique Learning Need 5	70%	19.54		\$96,793.86
Unique Learning Need 6	75%	39.68		\$210,553.60
Unique Learning Need 7	80%	42.14		\$238,506.09
Unique Learning Need 8	100%	0.16		\$1,100.56
Unique Learning Need 9	125%	35.44		\$313,421.60
Unique Learning Need 10	150%	1.25		\$13,222.74
DIRECT				
K-3 Literacy	\$500.00	896.92		\$448,460.10
4 th Grade Supports	\$500.00	159.00		\$79,500.00
CTE	\$5,000.00	166.79		\$833,946.37
Post-Secondary Test	\$93.00 (per test)	431.50		\$40,129.08
Charter	\$504.20	0.00		\$0.00
OUTCOMES				
TBD				
TOTAL				\$27,889,482.19

*The ED ADM count and ED funding amount included in your district's TISA allocation reflects the application of the proactive data appeal for the Economically Disadvantaged weight. The Hold Harmless ED ADM is calculated based on the higher ED ADM value by school between the 2023-24 school year and the 2022-23 school year. Your district's actual reported ED ADM counts for the 2023-24 school year are shown in the table below.

TISA Actual 2023-24 ED ADM (For Comparison Purposes Only)			
District	Hickman County		District ID
			410
Element	Amount/Weight	Students/Services	Funding
Economically Disadvantaged	25%	818.35	\$1,447,450.31

TISA- FY25 Restricted Funds for Existing Educator Salary Increases

Pursuant to T.C.A. 49-3-105(e) and the appropriations act, \$125M of the base funds statewide has been designated for existing educator salary increases. For the 2024-25 school year, the minimum salary will be \$44,500. The table below includes the district's share of restricted funds for existing educator salary increases.

TISA FY25- RESTRICTED FUNDS FOR EXISTING EDUCATOR SALARY INCREASES		
District Base ADMs	/	2,940.39
Statewide Base ADMs		968,376.25
District % of Statewide Base ADMs	=	0.30%
District % of Statewide Base ADMs		0.30%
Existing Educator Salary Increase Restricted Funds	x	\$125,000,000.00
District Restricted Funds- Existing Educator Salary Increases	=	\$379,551.91

FY25 TISA State & Local Contributions

The calculator reflects the math in determining local contribution in alignment with law and rules, and includes the following:

- Calculation of Local Share: This represents the total funds generated statewide for the base and the weights with 30% of each being the collective total of the formula from local funding entities.
- Application of Fiscal Capacity: Final fiscal capacity values from CBER and TACIR have been averaged together and are included in your local contribution calculator.
- Calculation of Multi-System Contributions: If your district is in a multi-system county, this step determines the proportional share of funds generated for each the base and weights by a district compared to all systems within the county. If you are a single system county, then the percent will reflect 100%.
- Final Local Contributions: The calculator provides the final determination of local contribution. The bottom, righthand corner will display the total TISA allocation for the district and the respective split between local and state funds.

Maintenance of Effort: The TISA Act did not adjust the law concerning district's obligations under maintenance of effort. For reference, the currently budgeted funding level has been included here as well. The Maintenance of Effort amount will change when your district's FY25 budget is submitted to the state via ePlan.

FY25 TISA State & Local Contributions				
		BASE	WEIGHTS	
1. Calculation of Statewide Local Share				
Statewide Total		\$6,843,088,041.00		\$1,820,041,713.54
Multiply by Local Share %	x	30%	x	30%
Statewide Local Share	=	\$2,052,926,412.30	=	\$546,012,514.06
2. Application of County Fiscal Capacity				
Statewide Local Share		\$2,052,926,412.30		\$546,012,514.06
Hickman County FY25 Fiscal Capacity	x	0.14%	x	0.14%
County Local Contribution (All Systems)	=	\$2,874,455.33	=	\$764,512.83
3. Multi-System County Calculation				
		Base Funds Generated		Weight Funds Generated
Hickman County		\$20,803,276.36		\$5,684,170.27
All Systems within County Total	/	\$20,803,276.36	/	\$5,684,170.27
Hickman County % of County Total Funds	=	100.00%	=	100.00%
Hickman County % of County Total Funds		100.00%		100.00%
County Local Contribution (All Systems)	x	\$2,874,455.33	x	\$764,512.83
Hickman County Local Contribution	=	\$2,874,455.33	=	\$764,512.83
4. Total Local Contribution				
Adding Local Contribution Totals		\$2,874,455.33	+	\$764,512.83
			=	\$3,638,968.16
Total Funding (Base, Weights, Direct)				\$27,889,482.19
Local				\$3,638,968.16
State				\$24,250,514.03
(State Funding Excluding Post-Secondary Test*)				\$24,210,384.95

Current FY24 District Maintenance of Effort	\$5,843,687.00
--	-----------------------

*Pursuant to T.C.A. 49-3-105(d), please note that funds generated for the post-secondary test will be maintained and administered at the state level. These funds are reflected in the total state funds as being generated by TISA but will be administered by the department to relieve procurement and administration burden on districts.

HCBOE ESSER Report July 2024

Allocation Summary

	Allocation:	Must be obligated by:	Amount reimbursed:	Remaining:
ESSER 1.0	\$879,730.25	June 30, 2022	\$879,730.25	\$0.00
ESSER 2.0	\$3,497,160.67	September 30, 2023	\$3,497,160.67	\$0.00
ESSER 3.0	\$7,897,567.75	September 30, 2024	\$5,908,877.80	\$1,988,689.95
Total:	\$11,394,728.42		\$9,406,038.47	\$1,988,689.95

ESSER Recent Developments

Mastery Connect for FY25

ESSER Next Steps

ESSER Personnel Funding

Location		Position	Filled
Central Office	\$108,273.00	Tutoring Supervisor/Instructional Coach	Yes
Central Office	\$18,971.00	Attendance Support	Yes (through Sept 2023)
Central Office	\$96,661.00	ESSER Manager	Yes (through Sept 2024)
District	\$78,090.00	Technology Specialist	Yes
CES CIS EES EIS	\$265,300.00	Tier 1 Instructor/Intervention 4	Yes 3.5 (1 PT)
CIS EHIS	\$148,594.00	STEM Teacher 2	Yes 2
Alt School	\$35,524.50	PT Alt School Tutor	Yes
Middle Schools	\$64,590.00	PT SpEd Tutors 2	Yes 1
All Schools	\$100,760.40	Part-time Spec. Ed. Assistants 8	Yes 5
High Schools	\$122,426.00	Math and Language Tutors 3	Yes 2
District	\$12,841.50	Summer Nurses 2	
District	\$13,326.93	Summer Social Workers 3	
District	\$265,625.52	Summer Teachers 39 and assistants 23	

Civil Rights and Bullying Compliance Trend Report

	2019-20	2020-21	2021-22	2022-23	2023-24
Total number of harassment, intimidation, bullying, or cyber-bullying cases brought to the attention of the school officials	31	33	38	47	91
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation indicated bullying occurred	24	27	14	24	35
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving race, color, or national origin	4	2	6	6	7
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving sex or gender-based discrimination	5	9	6	3	2
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving disability	2	0	0	1	2
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving the use of electronic technology	7	7	3	3	9
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 appropriate interventions not initiated within 20 calendar days.	0	0	0	0	0
Total number of harassment, intimidation, bullying, or cyber-bullying cases 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	21	30	35	44	70
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension less than 10 days	1	2	1	2	0
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension of 10 days or more	2	2	2	1	1

Account Activity Summary
Hickman
04/01/2024 - 06/30/2024

Beginning Value - Investment Account	\$	2,765,906.66
Beginning Value - Alternative Invest. Acct.	\$	241,230.45
Total Beginning Value ^{1 See Definitions}	\$	3,007,137.11
Additions ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	19,968.78
Withdrawals ⁵		
TSBA Fee ⁶	\$	(1,879.46)
MS Fees ⁷	\$	(1,206.50)
System Distributions ⁸	\$	-
Unadjusted Investment Earnings ⁹	\$	(17,732.64)
Ending Value - Investment Account	\$	2,791,625.14
Ending Value - Alternative Invest. Acct.	\$	214,662.15
Total Ending Value ¹⁰	\$	3,006,287.29

Definitions:

1. **Beginning Value:** The total account value at the start of business on the first day of the specified reporting period.
2. **Additions:** All credits to the account in which total account value is increased within the specified reporting period.
3. **Contributions:** The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. **Dividends and Interest:** The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE:** Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. **Withdrawals:** The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. **TSBA Fee:** The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. **MS Fees:** The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. **System Distributions:** The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. **Unadjusted Investment Earnings:** The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. **Ending Value:** The Account Value at the end of business on the last day of the specified reporting period.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Contribution Summary
Hickman
04/01/2024 - 06/30/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

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Account Dividend & Interest Summary
Hickman
04/01/2024 - 06/30/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	713.26	Cash
04/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,950.96	Cash
04/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,157.30	Cash
04/16/2024	Dividend	PERFORMANCE TR TOTAL RET BD I	1,669.15	Cash
04/30/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	1.05	Cash
04/30/2024	Interest Income	MORGAN STANLEY BANK N.A.	1.68	Cash
05/01/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	641.66	Cash
05/01/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,890.55	Cash
05/01/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	970.35	Cash
05/31/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	1.86	Cash
05/31/2024	Interest Income	MORGAN STANLEY BANK N.A.	3.84	Cash
06/03/2024	Dividend	PGIM SHORT-TERM CORP BOND Z	657.60	Cash
06/03/2024	Dividend	PGIM TOTAL RETURN BOND Z	1,960.38	Cash
06/03/2024	Dividend	BLACKROCK HIGH EQ INCOME INST	1,222.38	Cash
06/03/2024	Dividend	JOHN HANCOCK BOND I	1,539.08	Cash
06/11/2024	Dividend	AMERICAN EUROPACIFIC GRW F2	558.80	Cash
06/11/2024	LT Cap Gain	AMERICAN EUROPACIFIC GRW F2	2,630.52	Cash
06/17/2024	Dividend	ISHARES CORE MSCI EAFE ETF	1,906.83	Cash
06/17/2024	Dividend	ISHARES CORE S&P U.S. GROWTH	99.84	Cash
06/17/2024	Dividend	ISHARES CORE S&P U.S. VALUE	386.88	Cash
06/25/2024	Interest Income	MORGAN STANLEY BANK N.A.	2.56	Cash
06/28/2024	Interest Income	MORGAN STANLEY PRIVATE BANK NA	2.25	Cash
		Total Dividends and Interest	19,968.78	

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Account Fee Summary
Hickman
04/01/2024 - 06/30/2024

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/05/2024	CASH TRANSFER	FUNDS TRANSFERRED	-1,879.46	Cash
04/05/2024	Service Fee	ADV FEE 04/01-04/30	-402.91	Cash
04/18/2024	Service Fee	NET PLATFORM FEE	-0.90	Cash
04/19/2024	Service Fee	NET PLATFORM FEE	-0.90	Cash
04/22/2024	Service Fee Adj	NET PLATFORM FEE	0.90	Cash
05/07/2024	Service Fee	ADV FEE 05/01-05/31	-403.00	Cash
06/07/2024	Service Fee	ADV FEE 06/01-06/30	-399.69	Cash
		Total Withdrawals	-3,085.96	

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

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Hickman County Board of Education
 Budget Amendment No. 1
 General Purpose (Fund 141)
 July 8, 2024

Account	Description	Debit	Credit	Justification
39000 - -	Fund Balance		1,702,759.76	
46790 - -	Revenue	1,702,759.76		
71300 - 429 - ISM	Instructional Supplies		1,000.00	
71300 - 471 - ISM	Other Supplies & Materials		139,850.00	
71300 - 730 - ISM	Vocational Instruction Equip		410,969.94	
72230 - 189 - ISM	Other Salaries & Wages		81,307.00	
72230 - 201 - ISM	Social Security		6,219.90	
72230 - 204 - ISM	State Retirement		7,858.92	
72230 - 207 - ISM	Medical Insurance		22,300.00	
76100 - 304 - ISM	Architect/Engineering Svc		97,072.00	
76100 - 399 - ISM	Other Contracted Services		2,254.00	
76100 - 706 - ISM	Building Construction		790,928.00	
76100 - 707 - ISM	Building Improvements		137,000.00	Innovative School Model Grant
76100 - 790 - ISM	Other Equipment		6,000.00	
71300 - 429 -	Instructional Supplies	1,000.00		
71300 - 471 -	Other Supplies & Materials	139,850.00		
71300 - 730 -	Vocational Instruction Equip	410,969.94		
72230 - 189 -	Other Salaries & Wages	81,307.00		
72230 - 201 -	Social Security	6,219.90		
72230 - 204 -	State Retirement	7,858.92		
72230 - 207 -	Medical Insurance	22,300.00		
76100 - 304 -	Architect/Engineering Svc	97,072.00		
76100 - 399 -	Other Contracted Services	2,254.00		
76100 - 706 -	Building Construction	790,928.00		
76100 - 707 -	Building Improvements	137,000.00		
76100 - 790 -	Other Equipment	6,000.00		
		\$3,405,519.52	\$ 3,405,519.52	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education

Budget Amendment No. 2

Federal Programs (Fund 142)

July 8, 2024

Account	Description	Debit	Credit	Justification
47401 - - - 933	Revenue	\$ 1,568,380.83		
71100 - 116 - - 933	Teachers		226,083.83	
71100 - 163 - - 933	Educational Assistants		7,875.00	
71100 - 189 - - 933	Other Salaries & Wages		15,429.65	
71100 - 201 - - 933	Social Security		11,390.30	
71100 - 204 - - 933	State Retirement		25,040.40	
71100 - 207 - - 933	Medical Insurance		40,332.90	
71100 - 212 - - 933	Medicare		8,102.60	
71100 - 399 - - 933	Other Contracted Services		60,000.00	
71100 - 429 - - 933	Instructional Supplies		92,287.48	
71100 - 449 - - 933	Text Books		149,593.20	
71100 - 471 - - 933	Software		148,894.72	
71100 - 722 - - 933	Instruction Equipment		74,713.20	
71150 - 116 - - 933	Teacher		1,792.01	
71150 - 201 - - 933	Social Security		1,593.48	
71200 - 116 - - 933	Teachers		69,300.00	
71200 - 163 - - 933	Educational Assistants		16,823.52	
71200 - 201 - - 933	Social Security		4,565.72	
71200 - 212 - - 933	Medicare		2,360.60	
71200 - 429 - - 933	Instructional Supplies		5,000.00	
71200 - 725 - - 933	SPED Equipment		5,092.48	
72110 - 162 - - 933	Clerical Personnel		956.51	
72110 - 201 - - 933	Social Security		95.13	
72110 - 207 - - 933	Medical Insurance		2,500.00	
72110 - 212 - - 933	Medicare		203.00	
72120 - 189 - - 933	Other Salaries & Wages		1,400.00	ESSER 3.0 Placeholder Budget
72120 - 201 - - 933	Social Security		107.10	
72120 - 204 - - 933	State Retirement		277.84	
72120 - 212 - - 933	Medicare		84.71	
72130 - 130 - - 933	Social Workers		17,143.50	
72130 - 201 - - 933	Social Security		186.19	
72130 - 204 - - 933	State Retirement		2,234.60	
72130 - 212 - - 933	Medicare		305.73	
72130 - 307 - - 933	Communications		12,600.00	
72210 - 105 - - 933	Supervisor		513.04	
72210 - 138 - - 933	Inst Computer Personnel		1,760.00	
72210 - 189 - - 933	Other Salaries and Wages		23,690.36	
72210 - 196 - - 933	Inservice Training		19,200.00	
72210 - 201 - - 933	Social Security		3,474.94	
72210 - 204 - - 933	State Retirement		17,247.85	
72210 - 207 - - 933	Medical Insurance		20,337.00	
72210 - 499 - - 933	Other Supplies & Materials		10,350.00	
72250 - 201 - - 933	Social Security		748.82	
72250 - 204 - - 933	State Retirement		1,609.17	
72250 - 307 - - 933	Communication		130,000.00	
72610 - 328 - - 933	Janitorial Services		7,500.00	
72610 - 720 - - 933	Plant Operation Equipment		72,991.00	
76100 - 321 - - 933	Engineering Services		98,457.00	
76100 - 399 - - 933	Other Contracted Services		91,679.16	
76100 - 707 - - 933	Building Improvements		63,259.71	
76100 - 799 - - 933	Other Capital Outlay		1,197.38	
		\$ 1,568,380.83	\$ 1,568,380.83	

Approved:

Attest:

Ronald Gammons

John Mullins

Hickman County Board of Education
 Budget Amendment - 36
 Fund 141 - General Purpose
 6/6/2024

Account	Description	Debit	Credit	Justification
48990 72230 - 105 - GG 72230 - 201 - GG	Other Revenues Supervisors Social Security	\$ 7,397.42	\$ 7,291.68 \$ 105.74	Give 2 Grant Revenue and Expenditures
	TOTALS	<u>\$ 7,397.42</u>	<u>\$ 7,397.42</u>	

Approved:

Ronald Gammons
 Ronald Gammons

Attest:

John Mullins
 John Mullins

Hickman County Board of Education
 Budget Amendment 37
 Fund 142 - Federal Programs
 June 24, 2024

Account	Description	Debit	Credit	Justification	
71300 - 163 - - 801	Educational Assistants	\$ 237.07		To bring into Agreement with ePlan approved budget (6/21/2024)	
71300 - 201 - - 801	Social Security	44.29			
71300 - 204 - - 801	Pensions	786.17			
71300 - 429 - - 801	Instructional Supplies		\$ 966.73		
71300 - 499 - - 801	Other Supplies	547.77			
71300 - 730 - - 801	Instruction Equipment		4,335.06		
72130 - 355 - C - 801	Travel (CTSO)	2,637.36			
72130 - 524 - PD - 801	In-Service	801.09			
72230 - 162 - - 801	Clerical Personnel	26.23			
72230 - 201 - - 801	Social Security	5.81			
72230 - 204 - - 801	Pensions	216.00			
TOTALS		<u>\$ 5,301.79</u>	<u>\$ 5,301.79</u>		

Approved:

Ronald Gammons
 Ronald Gammons
 6/27/24

Attest:

John Mullins
 John Mullins
 6-27-24

JM

Hickman County Board of Education
 Budget Amendment 38
 Fund 143 - General Purpose
 June 26, 2024

Account	Description	Debit	Credit	Justification
73100 - 399 - - 73100 - 336	Other Contracted Services Maintenance & Repairs	\$ 40,000.00	\$ 40,000.00	To cover expenses related to Maint
TOTALS		<u>\$ 40,000.00</u>	<u>\$ 40,000.00</u>	

Approved:

Ronald Gammons

Ronald Gammons

6/27/24

Attest:

John Mullins

John Mullins

6-27-24

Hickman County Board of Education
 Budget Amendment - 39
 Fund 141 - General Purpose
 6/27/2024

Account	Description	Debit	Credit	Justification
71100 - 204 - 71100 - 217	State Retirement Ret. - Hybrid Stabilization	\$ 73,584.35	\$ 73,584.35	To record stabilization contribution to Hybrid Ret Plan
	TOTALS	<u>\$ 73,584.35</u>	<u>\$ 73,584.35</u>	

Approved:

Ronald Gammons

Ronald Gammons

6/27/24

Attest:

John Mullins

John Mullins

6-27-24

Hickman County Board of Education
 Budget Amendment - 40
 Fund 142 - General Purpose
 6/30/2024

Account	Description	Debit	Credit	Justification
47401 - - - 933	Revenue		\$ 43,441.67	
71100 - 471 - - 933	Software	\$ 8,992.05		
71300 - 429 - - 933	Instructional Supplies		5,000.00	
71300 - 730 - - 933	Vocational Equipment		36,611.78	
72120 - 413 - - 933	Drugs & Medical Supplies		14,504.00	
72130 - 130 - - 933	Social Workers	10,770.00		
72130 - 201 - - 933	Social Security	665.00		
72130 - 204 - - 933	Retirement	875.00		
72130 - 207 - - 933	Medical Insurance	1,600.00		
72130 - 212 - - 933	Employer Medicare	160.00		
72210 - 105 - - 933	Supervisor	67,685.40		
72210 - 201 - - 933	Social Security	4,200.00		
72210 - 204 - - 933	Retirement	4,610.00		
72210 - 212 - - 933	Medicare	1,000.00		
72210 - 399 - - 933	Other Contracted Svc		1,000.00	
72230 - 524 - - 933	Inservice		5,000.00	
72250 - 307 - - 933	Communication	5,000.00		
TOTALS		<u>\$ 105,557.45</u>	<u>\$ 105,557.45</u>	ESSER 3 - To correct a duplicate Journal Entry (JE 32 & 35)

Approved:

Ronald Gammons

Attest:

John Mullins

Hickman County Board of Education
Budget Amendment - 41
Fund 141 - General Purpose
6/30/2024

Account	Description	Debit	Credit	Justification
71200 - 204 -	State Retirement	\$ 11,850.00		To cover expenditures in Ins. for SPED
71200 - 207 -	Medical Insurance		\$ 11,850.00	
72120 - 355 -	Travel	\$ 960.32		To cover overage due to sub nurses
72120 - 399 -	Other Contracted Svc		\$ 960.32	
	TOTALS	<u>\$ 12,810.32</u>	<u>\$ 12,810.32</u>	

Approved:

Attest:

Ronald Gammons

John Mullins



Ronald Gammons <ronald.gammons@hickmank12.org>

TSPMA Membership Dues 7/1/2024-6/30/2025

1 message

Brittany Massey <bmassey@tsba.net>

Mon, Jul 1, 2024 at 3:58 PM

To: Ronald Gammons <ronald.gammons@hickmank12.org>, John Mullins <john.mullins@hickmank12.org>

Cc: Debbie Breece <debbie.breece@hickmank12.org>, Amanda Bowman <amanda.bowman@hickmank12.org>,"debbiegshedden@att.net" <debbiegshedden@att.net>

TSPMA Dues**Invoice** *Due:07/01/2024*
638Amount Due: **\$475.00**

Good Afternoon,

Enclosed is your TSPMA membership invoice and renewal letter for 7/1/2024-6/30/2025 dues. Please review and let Debbie Shedden, TSPMA Executive Director, know if you have any questions regarding your membership. She is copied on this email and her contact information is listed in the renewal letter.

Thank you,

TSBA

2 attachments

 **Inv_638_from_TSPMA_Dues_24504.pdf**
102K

 **2024-2025 TSPMA Membership Letter.pdf**
159K



Tennessee School Plant
MANAGEMENT ASSOCIATION

Memorandum

To: Board Chairmen, Superintendents, and Facility Directors

**From: Tammy Grissom, TSBA Executive Director
Debbie Shedden, TSPMA Executive Director**

Subject: Tennessee School Plant Management Association Membership Dues

Date: July 1, 2024

The Tennessee School Boards Association (TSBA) and the Tennessee School Plant Management Association (TSPMA) have partnered to provide your school system with the following benefits:

1. Facilities training annually at several TSPMA Conferences including:
 - a. TSPMA Annual Conference June 9-11, 2025 at the Gatlinburg Convention Center in Gatlinburg; Registration free for districts with paid membership.
 - b. Additional TSPMA Conferences:
 - Fall Conference October 24, 2024 at Union University in Jackson, TN; Registration free for districts with paid membership.
 - Winter Conference with the National School Plant Management Association, February 7, 2025 at the Gatlinburg Convention Center, Gatlinburg, TN; Registration free for districts with paid membership.
 - c. TSPMA quarterly district meetings; Registration free for districts with paid membership.
 - d. Webinars on topics relevant and critical to school facility managers; Registration free for districts with paid membership.
2. Assistance to your facilities personnel in developing long range capital improvement plans for your district.
3. Assistance to your facilities personnel in developing appropriate preventative maintenance schedules for your facilities and equipment and proper cleaning standards for your school facilities.
4. Serve as a contact for you and your board chairman on questions related to your facility concerns.
5. Most importantly, TSPMA is developing a Core Certification Program that will aid your Facility/Operations Directors, Energy Specialists, and all of your school facility professionals. It's designed to give a well-rounded understanding of key elements crucial to K-12 school facilities, and giving your personnel the knowledge to face everyday challenges.

We encourage you and/or your school facilities personnel to join TSPMA. The annual membership fee is \$475.00. With TSPMA membership, you will have engineers, construction managers, business managers, educational facilities managers and educators that have a vast knowledge of school system operations and management at your fingertips. For more information on membership, please visit www.tspma.org.

If you have any questions or concerns about your facilities, please contact Debbie Shedden, TSPMA Executive Director at debbiegshedden@att.net or 423-921-2652 or Tammy Grissom, TSBA Executive Director at tammyg@tsba.net or 615-815-3901.

Thank you.



Services Order Form

Order #: Q-354739-3
Date: 2024-05-17
Offer Valid Through: 2024-08-16

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Hickman County School District

Address: 115 Murphree Ave
City: Centerville
State/Province: Tennessee
Zip/Postal Code: 37033-1198
Country: United States

Order Information
Billing Frequency: Annual Upfront
Payment Terms: Net 30

Billing Contact

Primary Contact

Name:
Email:
Phone:

Name: Derek Newsom
Email: derek.newsom@hickmank12.org
Phone:

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Table with 7 columns: Description, Start Date, End Date, Metric, Qty, Price, Amount. Includes rows for various subscriptions and a Grand Total of USD 50,845.00.

Deliverable	Description	Expiration	Qty
Mastery View Predictive Assessments TN - Full Year - District Pricing - District Pacing - State Tested Subjects - 3;4;5;6;7;8;9;10;11;12	Mastery View Predictive Assessments - Grade Levels	N/A	2,350
Mastery Connect Subscription	Mastery Connect - Subscription	N/A	2,350
Individual Student Reports	Mastery View Individual Student Reports	N/A	2,350
Mastery Item Bank - Supplemental	Annual Subscription for Mastery Item Bank - Supplemental	N/A	2,350

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

Professional Services	Description	Expiration	Qty
Mastery Connect Online PD Subscription	Unlimited access for faculty and staff users to online training video library.	N/A	1

Metrics and Descriptions:

User: User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

Product	Description
Mastery View Predictive Assessments - Grade Levels	Mastery View Predictive Assessments for the State Tested Subject Areas.

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure's support terms are available as follows:
Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>
Portfolium: <https://portfolium.com/support-terms>
MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/master-terms-and-conditions>

The provision of any Item Bank Services shall also be governed by the Addendum which can be found here: <https://www.instructure.com/policies/item-bank-addendum>.

The provision of any Predictive Assessment Services shall also be governed by the Addendum which can be found here: <https://www.instructure.com/benchmark-assessment-addendum>.

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

The parties agreement with regards to Instructure's processing of personal data or personally identifiable information can be found at: <https://www.instructure.com/policies/data-processing>

Any requests to change service deliverables as defined on the order form may incur a fee of ten percent (10%) of the remaining fees for the service.

Notes

Order form to be associated with OMNIA Contract #R201402
This order form is to renew MVPA's, Mastery Connect, Individual Student Reports for Grades 3-12, as well as Professional Development. Testing 3x/year.

This Services Order Form supersedes previously signed Services Order Form Q-354739-2, signed 5/15/2024

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No): _____ If yes, please enter PO Number: _____	Check here if your company is exempt from US state sales tax : _____ <i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Hickman County School District

Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	_____
Title:	_____
Date:	_____



Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

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MEDICAID REIMBURSEMENT PROGRAM – SCHOOL NURSING SERVICES PROGRAM ADMINISTRATION CONTRACT AGREEMENT

This Services Agreement (the “Agreement”) is made on this ____ day of ____, 2024, by and between **Hickman County Schools** (hereinafter known as "School District") and **Stellar Therapy Services, LLC** (hereinafter known as "Contractor") with its principal office in Chattanooga, TN, 37421.

WHEREAS, the Centers for Medicare and Medicaid Services letter to State Medicaid Directors, SMD#14-006, dated December 15, 2014, states that Medicaid reimbursement is available for covered services that are provided to Medicaid beneficiaries regardless of whether there is any charge for the service to the beneficiary or the community at large; and the School District desires that the Contractor provide billing and related administrative services in connection with healthcare services provided to School District students who are TennCare enrollees.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, School District and Contractor hereby agree as follows:

1. **Term.** The term of this Agreement shall be from **July 1, 2024, through June 30, 2025.**
2. **Administrative Services.**
 - (a) Contractor shall provide the following services to SCHOOL DISTRICT during the term of this Agreement (the “Administrative Services”):
 - On behalf of School District, Contractor shall prepare and submit to appropriate Managed Care Organizations (as defined under TennCare) all claims for identified eligible healthcare services that are provided to TennCare Eligible School District Students either by service providers who are directly employed by School District (“School District Providers”) or who have a current contract with Board of Education (“Contract Providers”).
 - Assist in credentialing of eligible providers on behalf of the School District. To be eligible for claiming, nursing services must be performed under the supervision and order of a Physician, a Physician’s Assistant, or a Nurse Practitioner. Claims for nursing services will be submitted using the credentials and provider number for the supervising Physician, Physician’s Assistant, or Nurse Practitioner.



Stellar Therapy Services, LLC

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- Ensure that all consents and physicians' orders on behalf of the TennCare Eligible School District Students are in place in order for Contractor to bill for services provided thereto.
- Assist in obtaining all billing numbers and credentials required for the School District to receive Medicaid payments.
- Train School District Providers or Contract Providers as needed on documentation and clinical requirements related to school-based healthcare services submitted for Medicaid reimbursement.
- Review and assist School District in the identification of appropriate notices and consents required to be provided students (or their parents or legal guardians) under applicable state and federal laws.
- Perform quality assurance reviews related to compliance with State and Federal regulations with results available to School District.
- Upon the date of expiration or termination of this Agreement for any reason (the "Termination Date"), Contractor shall have the option to bill exclusively for all claims for services provided to Eligible School District Students by School District Providers or Contract Providers having dates of service on or prior to the Termination Date (the "Pre-Termination Charges"). This option shall conclusively be deemed to have been exercised by Contractor unless Contractor notifies School District on or prior to the Termination Date that it has elected not to exercise this option. If Contractor exercises such option, Contractor shall bill exclusively for all Pre-Termination Charges and provide standard reports in connection therewith for a period of up to one hundred twenty (120) days following the Termination Date (the "Post-Termination Period"). Contractor shall have the right to reduce the duration of the Post-Termination Period at any time by providing written notice to School District specifying the shorter Post-Termination Period. Contractor shall continue to receive its monthly Administrative Services Fee on all Pre-Termination Charges collected during the Post-Termination Period. Upon expiration of the Post-termination Period, Contractor shall cease providing the Post-Termination Services to School District.

(b) The parties agree to work together in good faith to address issues arising under applicable state and federal laws, policies, procedures, and requirements pertaining to the Administrative Services, so that the Administrative Services shall be structured and performed in accordance with such laws.

(c) All revenue and income resulting from the Administrative Services and the direct clinical services provided by the Contractor hereunder shall belong to and accrue to the benefit of School District,



Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

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unless otherwise agreed by the parties. The parties shall work together to establish appropriate accounts into which such revenues shall be deposited in order to comply with applicable laws.

(d) During the term of this Agreement, School District will not use the services of any other billing or claims processing companies for the purpose of submitting claims for services performed by School District Providers or Contract Providers for TennCare Eligible School District Students.

(e) To the extent that is necessary to facilitate submission of claims for eligible services, after notice and consent by the School District, Contractor shall provide services for the purpose of providing oversight for nursing services for identified students provided by School District healthcare workers and will serve as the billing entity for the nursing services. When these services are performed by a Physician's Assistant or Advanced Nurse Practitioner, Contractor will provide required physician oversight of the services according to Tennessee State laws. Subject to the terms of this Agreement, the time of performance of the Services shall be as mutually agreed upon by Contractor and School District. Contractor will follow established program protocols agreed upon by all parties.

(f) Contractor represents and warrants that s/he possesses all licenses and qualifications necessary to perform the Supervision Services and agrees to maintain (at his/her expense) such licenses and qualifications, and to conduct himself in accordance with the ethics and standards of the AANP, AAPA and AMA and all applicable rules and regulations according to the applicable health licensure for performance of the Services throughout the term of this Agreement.

(g) School District is prohibited from hiring or causing to be hired any person associated with the Contractor without the expressed written consent of the Contractor for a period of one year from the cessation of this contract or the cessation of working relationship of said person with Contractor.

3. Compensation.

(a) In consideration for the Administrative Services provided by Contractor, School District agrees to pay Contractor a Fee for Administrative Services equal to thirty percent (30%) of total revenues received in connection with services provided to Eligible School District Students by School District Providers or Contracted Providers and billed by Contractor.

(b) Contractor will provide regular reports to School District of revenue received by Contractor as a result of services performed by school nurses. This revenue will be distributed monthly by Contractor to School District. The Fee for Administrative Services will be deducted from this disbursement. If revenue is received by School District directly from insurance companies, then Contractor shall invoice School District on a monthly basis for the Fees under this Agreement, and SCHOOL DISTRICT shall be responsible for paying all Fees within thirty (30) days of receipt of Contractor's invoice therefor.



Stellar Therapy Services, LLC

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(c) The parties represent and warrant to the other that all compensation payable to Contractor by School District hereunder has been determined in arms-length bargaining and is consistent with fair market value. Furthermore, the parties represent and warrant that all compensation hereunder was not determined in a manner that takes into account the volume or value of any referrals or other business generated between the parties.

4. FERPA Compliance.

School District and Contractor shall comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) (FERPA) and its accompanying regulations (34 C.F.R. 99). Contractor warrants that it is familiar with requirements of FERPA and its accompanying regulations and that it will comply with all applicable FERPA requirements in the performance of its duties in this contract. Contractor agrees to cooperate with School District as required by FERPA and its regulations in the performance of its duties in this contract. Contractor agrees to maintain the confidentiality of all education records and student information and use such records and information for the exclusive purpose of performing its duties in this contract (See Attachment).

5. SCHOOL DISTRICT RESPONSIBILITIES.

(a) School District agrees to provide or cause to be provided to Contractor timely, accurate, complete and up-to-date information required by Contractor to perform the Administrative Services, which information may include without limitation demographic, charge, diagnosis, patient or treatment related information. School District represents and warrants that all clinical documentation provided to Contractor will be true, accurate and complete and up-to-date at the time of provision. School District will notify Contractor when it becomes aware that any inaccurate or incomplete information has been supplied to Contractor, including but not limited to errors that may affect CPT codes or ICD-10 codes or their equivalents. School District shall notify Contractor promptly of all non-chargeable patient visits or services.

(b) School District represents and warrants that the School District Providers and Contract Providers will perform their services in accordance with standards adopted by the governing bodies of their specialty and that such services are and will be medically necessary, usual, customary and reasonable.

(c) School District acknowledges that the timing and amount of collections generated by the Administrative Services are subject to numerous variables, and that School District's failure to comply with the requirements of this Agreement may materially interfere with the Administrative Services. School District additionally acknowledges that Contractor's ability to perform the Administrative Services may be affected by the inability or failure of third party payors beyond the control of Contractor



Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

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to accurately process data, complete provider enrollment or credentialing on a timely basis, or adopt systems to comply with requirements imposed by federal or state laws.

(d) If Contractor exercises its option to perform Post-Termination Services, then School District shall ensure that it provides to Contractor all data and back-up information pertaining to the Pre-Termination Charges promptly after receipt thereof. The parties acknowledge that Contractor cannot properly provide the Post-Termination Services without such data and information. If School District fails to comply with its obligations under this Section, School District agrees that it shall release and hold Contractor harmless from any claims, losses or damages relating to or arising from Contractor's performance of the Post-Termination Services.

6. **Professional Liability Insurance.** Contractor will provide proof of insurance with coverage and limits satisfactory to School District's Office of Risk Management.

7. **Acknowledgments.**

(a) Contractor and School District acknowledge and agree that Contractor will act as an independent contractor in the performance of the Services, and that this Agreement shall not be deemed to create an agency, employment, partnership or joint venture relationship between SCHOOL DISTRICT and Contractor. In that regard, while Contractor is subject to general terms and conditions in connection with the performance of the Services, Contractor and School District acknowledge that Contractor shall, at all times, exercise independent discretion and control over the performance of the Services.

(b) Contractor and School District acknowledge and agree that they have had a sufficient opportunity to review the terms of this Agreement.

(c) Contractor and School District acknowledge and agree that in executing this Agreement it is not relying nor has it relied upon any other representation or statement made by either party or by any of either party's owners, partners, officers, employees or agents with regard to the subject matter hereof. Both parties have carefully read and fully understand all of the provisions of this Agreement and are voluntarily entering into this Agreement.

8. **Force Majeure.** Neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement, due in whole or in part to any cause beyond its sole control, including without limitation fire, accident, labor dispute or unrest, flood, riot, war, terrorism, rebellion, insurrection, sabotage, transportation delays, shortage of raw materials, energy or machinery, public health emergency, acts of God or the civil or military authorities of the state or nature, or the inability, due to the aforementioned causes, to obtain necessary labor or facilities.

9. **Tax Liabilities.** All taxes applicable to any amounts paid by School District to Contractor under this Agreement shall be Contractor's liability and School District shall not withhold or pay any amounts for



Stellar Therapy Services, LLC

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federal, state or municipal income tax, Social Security taxes, or unemployment or worker's compensation taxes. Contractor hereby acknowledges its personal liability for the tax imposed by the Internal Revenue Code of 1986, and the payment, when applicable, of estimated quarterly taxes and the filing, when applicable, of quarterly Internal Revenue Service forms for the declaration of estimated tax by individuals. Upon request by School District, Contractor agrees that he will provide documentation evidencing compliance with all applicable federal, state and municipal tax laws, rules and regulations. Notwithstanding the foregoing, School District shall be solely responsible for all taxes associated with revenues generated from the services provided the TennCare Eligible School District Students by School District Providers and submitted to Managed Care Organizations by contractor as a part of the Administrative Services.

10. Preservation of Records. Contractor and School District agree that they shall cause the healthcare records generated in connection with the services of the School District Providers and Contract Providers to be maintained for at least seven (7) years after the furnishing of any healthcare services pursuant to this Agreement. To the extent required by applicable law, Contractor and School District shall, upon written request, make available to the Secretary of the Department of Health and Human Services (the "Secretary" or the Secretary's duly authorized representatives, the Comptroller General of the United States (the "Comptroller General") or the Comptroller General's duly authorized representatives, such books, documents or records as may be necessary to certify the nature and extent of the cost of any services rendered pursuant to this Agreement. All such books, documents and records shall be subject at all times to all applicable legal requirements, including, without limitation, such criteria and procedures for seeking and obtaining access as may be required in regulations promulgated by the Secretary.

11. Notices. Any notice or other communications required or permitted hereunder shall be sufficiently given if delivered in person or sent by registered or certified mail, postage prepaid, addressed as set forth under each parties signature to this Agreement. Such notice or communication shall be deemed to have been given as of the date so delivered or mailed.

12. Change Of Circumstances. In the event (i) Medicaid, TennCare, any applicable third-party payer or any federal, state or local legislative or regulatory authority establishes or has any law, rule, regulation, policy, procedure or interpretation thereof which establishes a material change or has an adverse effect in the method or amount of reimbursement or payment for the use of or services services provided to Eligible School District Students by School District Providers and submitted to Managed Care Organizations by Contractor as a part of the Administrative Services, (ii) any or all of such payers/authorities establishes any law, rule, regulation, policy, procedure or interpretation thereof which establishes or creates a substantial risk of violation of any federal, state or local anti-fraud and abuse law, or (iii) any or all of such payers/authorities impose requirements which require a material change in the manner of either party's



Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

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operations under this Agreement and/or the costs related thereto, then, upon the request of either party affected by any such change in circumstances or adverse effect, the parties shall enter into good faith negotiations for the purpose of establishing such amendments or modifications as may be appropriate in order to accommodate the new requirements and change of circumstances while preserving the original intent of this Agreement to the greatest extent possible. If, after thirty (30) days of such negotiations, the parties are unable to reach an agreement as to how or whether this Agreement shall continue, then either party may terminate this Agreement upon thirty (30) days prior written notice.

13. Governing Law. This Agreement is made and entered into the State of Tennessee and shall in all respects be interpreted, enforced, and governed under the laws of that state.

14. Severability. Should any provision of this Agreement be declared or determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

15. Entire Agreement. This Agreement sets forth the entire agreement between the parties hereto, and fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter hereof. It is agreed that this Agreement may be modified only by written agreement, executed by both parties.

16. Headings. The headings inserted in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

17. Counterparts. This Agreement may be executed in two counterparts, both of which shall constitute an original.



Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their duly authorized representatives below.

School District

Stellar Therapy Services, LLC

Signed By: _____

Signed By: Holly Christopher

Title: _____

Title: CFO

Signature: _____

Signature: Holly Christopher

SEND INVOICES TO: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____



Stellar Therapy Services, LLC

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ATTACHMENT Authorization and Acknowledgement of Compliance of Privacy Laws

Whereas, School District has contracted with Stellar Therapy Services, LLC, for the provision of administrative and billing services related to certain healthcare services described within the contract.

Whereas, The above referenced contract may require the disclosure by the School District to Stellar Therapy Services, LLC, of certain personally identifiable student information that is confidential under the Family Educational Rights and Privacy Act (FERPA).

Whereas, 34 C.F.R. 99.31 and 34 C.F.R. 99.35, authorize an educational agency or institution to disclose personally identifiable information from an education record of a student without the consent required by Sec. 99.30 to authorized representatives of School District and local educational authorities in connection with an audit or evaluation of Federal or state supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

Therefore, the School District and Stellar Therapy Services, LLC, hereby agree as follows:

1. Stellar Therapy Services, LLC, is authorized to maintain certain student information for the sole purpose of compliance with the requirements of the above referenced contract. This personally identifiable student and parent information may include but not be limited to: Name, Social Security Number, Telephone Numbers, Attendance Record, Disability Information, Grades, Date of Birth, Address, Race, Gender, and Enrollment Record.
2. Stellar Therapy Services, LLC, as authorized representative of School District for the sole purpose of complying with the requirements of the above contract agrees to comply fully with FERPA by maintaining the confidentiality of all student information and to use the information solely to fulfill its obligations under the above referenced contract with School District.
3. Stellar Therapy Services, LLC, agrees to destroy all confidential student information when it is no longer needed for purposes of fulfilling its obligations under the above referenced contract.



Steven George
Director of Transportation
115 Murphree Avenue
Centerville, Tn 37033

School Buses

BUS 06-01	4UZAAXDC47CX24857	2006	FREIGHTLINER	Age of Service
BUS 08-12	4DRBUSHNX9B049172	2008	INTERNATIONAL	Mechanical
BUS 08-31	4DRBUSKN39B049174	2008	INTERNATIONAL	Mechanical
BUS 08-33	4DRBUSKN59B049175	2008	INTERNATIONAL	Mechanical
BUS 07-65	4DRBUAFN38B530125	2007	INTERNATIONAL	Age of Service

White Fleet

Truck	1GCEC14098E186861	2008	Chevy 1500	Electrical
Van 06	1D4GP24E26B649973	2006	Dodge Caravan	Age/Condition
Van 08	1D4GP24E66B649944	2006	Dodge Caravan	No A/C / Age

Miscellaneous Equipment

Aged Oil Filters

Baldwin, Napa, WIX and other various names of filter that were present before 2013

Aged Fuel Filters

Baldwin, Napa, WIX and other various names of filter that were present before 2013

Aged Air Filters

Baldwin, Napa, WIX and other various names of filter that were present before 2013

CONTRACTUAL AGREEMENT

This Contractual Agreement, made and entered into this _____ day of _____, 2024, by and between Hickman County Board of Education, (herein referred to as "Board of Education"), 115 Murphee Ave, Centerville, TN 37033 and Deborah L. Curlee Communication Consultants, LLC, d/b/a Sidekick Therapy Partners, P.O. Box 32652, Knoxville, TN 37930-2652 (herein referred to as "Sidekick").

WHEREAS Board of Education is subject to and does operate in accordance with the requirements of the Individuals with Disabilities Education Act; and

WHEREAS Board of Education has the authority to contract for services from suitable agencies having appropriate programs, capacity, and competence where necessary to provide appropriate special education services to students; and

WHEREAS Board of Education, to provide a proper, comprehensive, and well implemented special education program, finds it desirable to contract for these services through an outside agency; and

WHEREAS Sidekick is an agency with appropriate programs to provide special education services for children who are the responsibility of the Board of Education.

NOW, THEREFORE, in consideration of the mutual benefits to be received by both parties hereto and certain other consideration, some of which is hereafter set out, and the sufficiency of all which is hereby acknowledged, Board of Education and Sidekick hereby agree as follows.

The term of this agreement shall be for the 2024-2025 school year, beginning on or about July 1, 2024, in case the Board of Education wishes to utilize Sidekick for summer services, and ending on May 31, 2025, or through July 2025 if seeking extended school year/ESY services. This agreement may be extended for an additional 1-year term at the option of the Board of Education and in the Board of Education's sole discretion, under such terms as Board of Education and Sidekick may mutually agree with respect to such extension(s).

1. The Board of Education shall develop an Individualized Educational Program (IEP) which will be specifically designed to meet the unique needs of each child enrolled with provision for all support materials, equipment, and services necessary for their education and which meets the requirements of State and Federal regulations and law.
2. The Board of Education ensures that the rights and privileges available to children attending schools of the Board of Education shall be available to the children served by Sidekick including the process procedures, protection in evaluation procedures, least restrictive environment, and confidentiality of information.
3. Any Sidekick speech and language services will be provided by qualified speech-language pathologists (SLP or SLPs) who have a master's degree and their Certificate of Clinical Competency or are completing their Clinical Fellowship period. All Sidekick SLPs are licensed or registered as

healthcare providers with the State Department of Health Board of Communication Disorders and Sciences. SLPs may be referred to individually as a therapist or collectively as therapists.

- a) Board of Education agrees for as long as SLPs are available to serve Board of Education's TennCare covered, eligible, and qualified students requiring therapy services (TennCare students) at the therapist's assigned school location, that Sidekick will be the sole and exclusive provider of services at that school location for any TennCare students whose services are billed to a TennCare insurance company (MCO).
- b) Sidekick will be the sole and exclusive provider of services to TennCare students billed to any TennCare MCO at the school locations agreed upon by Board of Education and Sidekick.
 - a. The Board of Education will refer all TennCare students at the school locations to Sidekick for services that can be billed to a TennCare MCO and will not serve such students with its own employees. If Sidekick's therapists do not have the time available on their schedule to serve the referred TennCare student, Sidekick will promptly notify the Board of Education that Sidekick cannot provide services. Upon receipt of notification, the Board of Education may begin serving such students with the Board of Education employees and – after Sidekick has declined services due to lack of therapist availability – may also bill the TennCare MCO for such services.
- c) Sidekick will make reasonable commercial efforts to provide enough qualified therapists to meet the anticipated TennCare and non-TennCare caseload at the school locations. If Sidekick cannot provide enough therapists at a specific school to meet the caseload at that location, then either Sidekick or Board of Education may reduce Sidekick's services at the affected school to the extent Sidekick therapists are not available to serve that specific location. In the case of such a reduction at a specific school location, the Board of Education's therapists may serve the TennCare students previously served by Sidekick and may bill the TennCare MCO for services to those students.
- d) As the school year progresses, Board of Education agrees that it will promptly assign other TennCare students at the school locations to Sidekick who have speech therapy services specified in their IEPs, when and to the extent such TennCare students become available. (The purpose of such assignments throughout the year is to maintain or expand the caseload of Sidekick's therapists in the school locations).
- e) With respect to TennCare students in the school locations served by Sidekick therapists, the Board of Education agrees that it will not refer those students to any other provider or third-party TennCare billing/consulting company (other providers). It is the intention of the parties that Sidekick will continue to work with Board of Education to obtain TennCare MCO authorizations for services, doctor orders or IEP signature pages, IEPs, IEP parental consents, and the like, in connection with all of the TennCare students Sidekick serves in the school locations and that any arrangements Board of Education has with other providers will not interfere with Sidekick's services under this agreement or interfere with Sidekick's therapists serving their own caseload in the school locations. In the event Sidekick cannot serve a TennCare student due to the lack of availability of a Sidekick therapist, then Board of Education may refer such student to other providers for assistance in dealing with the TennCare MCO in connection with services to be provided by Board of Education's own therapists.

4. Mileage and School Pay Services:

Sidekick provides the following services to TennCare-eligible students at **no cost to the School District**:

- Direct Therapy
- TennCare evaluations
- 9-week progress reports to be entered in TN Pulse by Sidekick therapists.

Sidekick **charges a fee (School Pay fee)** for any of the following services, at the district's option:

- Direct therapy for non-TennCare eligible students
- For additional testing above and beyond TennCare requirements
- Evaluations for non-TennCare eligible students
- 9-week progress reports for non-TennCare eligible students
- Initial eligibility testing
- Case management (e.g., setting up IEP meetings, sending out teacher observations, permission to test forms)
- Consultations with parents and teachers beyond 15 minutes
- Any additional testing that is required for 3-year re-evaluations
- Screenings
- Entering IEP information into TN Pulse
- Participation in IEP meetings when there is no school therapist, and on a case-by-case basis
- Sidekick also charges a fee for miles traveled by therapists beyond the distance from their home to Sidekick, based on actual distance traveled and logged

Generally, Sidekick does **not provide** the following services:

- Participation in IEP meetings if there is a school therapist
- Completion of state-related eligibility documents if there is a school therapist
- Completion of SSI documentation (However, Sidekick can provide our reports as input for this)
- Services at schools where there are less than 10 kids needing services (Though these can be provided via teletherapy)
- Services in homes (Though these can be provided via teletherapy)

When appropriate for the student's individual needs, and as agreed to by the IEP team, Sidekick prefers to provide:

- 1:1 direct therapy in 20-minute sessions (vs. 30-minute session group sessions) for TennCare-eligible students
- Note: School Pay student groups are typically seen in 30-minute sessions with no more than 3 students per group

- a) The Board of Education will pay Sidekick a mileage reimbursement rate of forty-five (45) cents per mile per therapist per day, during the regular school year and during the school summer session (if Sidekick is requested to provide summer services). Mileage shall be calculated as (i) the distance between each Sidekick therapist's nearest clinic/office and the schools that Sidekick can serve in the County or (ii) the distance between the residence of Sidekick's therapist and the schools served, whichever is less. Such mileage reimbursement rate also includes any travel within the County if Sidekick's therapist is traveling to more than one school in a day.

- b) At Board of Education's request and as mutually agreed by Sidekick, School Pay services may be provided for students whose services cannot be billed to a TennCare MCO.

For any such clinical School Pay services with an in-person or teletherapist, Board of Education will pay:

- **\$85.00 per hour for speech-language therapy services (or \$21.25 for any 15-minute increment thereof)**
- c) Provided additional TennCare students become available during the public school year to receive services from Sidekick, Board of Education will make a reasonable effort (depending on availability of TennCare-covered students) to maintain Sidekick's caseload at each school location served by Sidekick's therapists at the approximate levels of students served during the preceding public school year, including referring during the school year additional TennCare-covered students whose IEPs specify services to Sidekick for therapy at such locations, as such students become available and require services.

5. Teletherapy:

If the Board of Education recommends and Sidekick agrees that teletherapy is appropriate for a student, the Board of Education may request that Sidekick provide teletherapy services to that student in the home or in school.

- a) Sidekick will provide services to the student throughout the year, including over holidays/breaks, if able to schedule
- b) Consistent with students who are seen in-person in school, Sidekick will charge TennCare (in the case of a student covered by TennCare) or will charge Board of Education (in the case of a student not covered by TennCare) for these teletherapy sessions
- c) For students seen by Sidekick via teletherapy not covered by TennCare, Sidekick will charge the Board of Education as noted in section 4b
- d) Sidekick will submit monthly invoices for teletherapy services rendered, with the Board of Education agreeing to reimburse Sidekick for such charges within 30 days of receipt of the invoice
- e) Sidekick agrees to update schedules quarterly. This allows for moving children who qualify for TennCare to 20-minute sessions and billing TennCare for such sessions, rather than the school

If teletherapy is agreed upon, Sidekick will need the following before the start of the school year:

- Rosters
- Master schedule
- IEP access
- Tentative schedule from EA
- EA contact information

If Sidekick has not been given this info by two weeks after the 1st day of school or the agreed upon date, Sidekick will charge 6 hours of school pay per therapist per day (as these therapists were assigned to and held for the district.)

If teletherapy is agreed upon, the Board of Education agrees to:

- Provide initial eligibility testing. Sidekick typically does not complete initial eligibility testing via teletherapy
- Provide one Educational Assistant (“EA”) per school to assist with pulling students from class and placing them in front of a school-provided computer in a quiet room or with school-provided headphones for therapy, pulling another student if the one scheduled is absent or unavailable
- Provide Sidekick therapist with a detailed schedule of students to be seen at exact times within two weeks of engaging Sidekick for teletherapy. If serving students via “school pay,” Sidekick will not see students in groups of more than three at a time
- Keep an open line of communication between the EA and Sidekick therapist to let the therapist know about tardiness, absences, etc. within a reasonable timeframe and with sufficient notice
- Schedule students for make-up when student is unable to attend the originally scheduled session
- Ensure the student’s caregiver has provided teletherapy consent and that they are aware of teletherapy options

Teletherapy cancellation policy:

- If school is in session and teletherapy sessions are cancelled due to reasons outside of Sidekick control (i.e. EA unavailable, school power outage/internet issues, field trip, assembly/school event, student absent, student has not come to school but still active in the county, student seen at home through the district but cancelled/no show, no show or does not leave 15 minutes for the session, another service/teacher pulled student during speech time, student unavailable for scheduled time, cancellation and all students in the school have been seen/are scheduled to be seen, etc.) and other kids are not able to be scheduled, Sidekick will charge the hourly school pay rate listed in section 4b
- Sidekick teletherapists will not bill for cancellations due to school events, assemblies, or field trips if a 48-hour notice is provided by the school

6. Sidekick will submit monthly invoices for mileage charges and/or other charges with the Board of Education agreeing to reimburse Sidekick for such charges within 30 days of receiving the invoices.

7. Sidekick agrees to provide professional liability coverage for its employees serving schools under this contract. Proof of such insurance will be provided by Sidekick to the schools upon request.

8. The Board of Education will provide Sidekick with parental consent forms to begin the process of determining if students qualify for services and will provide a copy of the child’s current IEP to Sidekick by the start of the school year. The Board of Education will provide services until Sidekick provides notification that TennCare eligibility has been confirmed and services are authorized.

9. Sidekick shall submit Progress Reports for the grading periods specifying the progress of each TennCare child in achieving the short-term objectives specified in his/her IEP at no cost to the Board of Education. Sidekick will provide information to special education personnel to allow them to update goals and objectives for each student served, at least, every nine weeks.

10. Sidekick will be responsible for preparing and submitting, at no cost to the Board of Education, all TennCare paperwork for qualifying children.

11. The Board of Education agrees that, should a child's therapy sessions submitted to TennCare be denied for eligibility, Sidekick will immediately stop serving such children, and it will be the Board's responsibility to have its own therapist incorporate such child into their school caseload, or the Board may elect that Sidekick serve the child via school pay.

12. Background Checks:

- a) Sidekick shall require all current employees providing services to Board of Education under this contract to supply a fingerprint sample and submit to a criminal history record check conducted by Tennessee Bureau of Investigation and/or the Federal Bureau of Investigation prior to permitting the employee to have contact with school children or enter the school grounds.
- b) Sidekick will not allow an employee providing services to Board of Education under this contract to come in direct contact with school children or enter the grounds of a school when children are present until the criminal history records check has been conducted.
- c) Sidekick shall not allow an employee providing services to Board of Education under this contract to come in direct contact with school children or with children in a child care program or enter the grounds of a school or child care center when children are present if the criminal history records indicate the employer or employee has been convicted of an offense that is classified as a sexual offense or the employee has been convicted as a violent sexual offender as defined in Tennessee Code Annotated § 40-39 – 2002.

13. Sidekick agrees to hold Board of Education harmless on account of any and all claims by third parties for damages due to personal injuries or property damage, arising from a school child using any premises owned or leased by Sidekick, including the use of materials provided by Sidekick for such child, except when such injuries or damages arise in whole or in part on account of the acts or omissions or negligence of Board of Education. Any obligation of Sidekick to indemnity and hold Board of Education harmless is limited to the terms of Sidekick's applicable liability insurance.

14. With respect to services provided by Sidekick to school children under this contract, Board of Education and Sidekick will work cooperatively to ensure that the rights and privileges available to children attending Board of Education shall be available to children served by Sidekick, including, to the extent applicable to Sidekick and the services provided to Board of Education under this agreement, due process procedures, protection in evaluation procedures, least restrictive environment, and confidentiality of information.

15. If due to a change in applicable law or regulation or the interpretation thereof by any court, government agency, authority, or other entity that renders any provision of this Agreement unlawful, unenforceable, economically, administratively impracticable, or difficult of performance (a Law Change), the parties shall initiate good faith negotiations to amend this Agreement to eliminate the adverse effects of such Law Change. If either party determines that the parties are unlikely to agree upon and make alterations to this Agreement to eliminate the adverse effect of the Law Change, or alternatively, either party determines that alterations to meet such requirements are not commercially practicable, reasonable, and satisfactory, then such party may terminate the Agreement on thirty (30) days prior written notice to the other party. A Law Change also includes any

change by (i) a Federal, State, or local legislative, regulatory, judicial, or administrative authority, or (ii) any TennCare Managed Care Organization (MCO) or other third party payor with respect to: clinical or other services provided pursuant to this Agreement, MCO requirements regarding eligibility or qualification for healthcare services, MCO procedures for authorizing, approving, billing or providing payment for healthcare services (including the amount of payment or method of payment), or any other changes that adversely affect the arrangements and services provided to school system students pursuant to this Agreement.

16. Board of Education will not employ or receive services, either directly or indirectly (including services provided through a third party), from any therapist formerly employed by Sidekick for one year following the termination or expiration of this Agreement or cessation of such therapist's employment with Sidekick, whichever is earlier.

17. Sidekick herein agrees to hold Board of Education harmless on account of all claims by third parties for damages due to personal injuries or property damage, arising from each individual child using the premises, including the use of materials by the child, except when such injuries or damage arise in the acts of negligence of Board of Education. Any obligation of the Contractor to indemnify and hold Board of Education harmless is limited to the terms of Contractor's liability insurance.

18. DISCRIMINATION: No person shall on the grounds of race, color, national origin, sex, age or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by Sidekick or the Board of Education, it being the intention of Sidekick and the Board of Education to bind all agencies, disbursing units, or organizations, operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964.

In Witness Whereof:

John Mullins, Director of Schools
Hickman County Schools

Date

Krissie Self, COO
Deborah L. Curlee Communication Consultants, LLC
d/b/a Sidekick Therapy Partners

Date



FINDING SLPs TO COVER DISTRICT NEEDS IS A CHALLENGE.

Your current staff is overwhelmed and your students need the mandated speech therapy services, but no one has applied to your job postings. There is a national shortage of SLPs... what do you do?

You shouldn't have to settle for:

- Lapses in services due to medical leaves or staffing shortages
- Burn out of your current speech staff
- Complaints from parents and teachers
- Non-compliance or other legal issues
- Large staffing companies that are difficult to connect with and don't care about your district



HOW IS SIDEKICK DIFFERENT?

- Exceptional Masters Level SLPs
- NO cost to the district for students with TennCare
- 1:1 intensive treatment provided
- In person or teletherapy options offered
- Flexible contracts



SIDEKICK'S GOALS:

- Become a partner with your district
- Provide high quality care to your students
- Keep your costs low (even providing TennCare services FREE of charge)
- Ensure we are able to work together for years to come



615-351-3919



kself@mysidekicktherapy.com



East Hickman Elementary School will not have any fees for the upcoming 2024-2025 school year.

Leigha Coble, Principal

East Hickman Intermediate School



Marcy Tidwell, Principal
Mollie Chessor, Assistant Principal

East Hickman Intermediate School will not request any school fees for the 2024-25 school year.

Sincerely,

A handwritten signature in blue ink that reads "Marcy Tidwell". The signature is written in a cursive, flowing style.

Marcy Tidwell

East Hickman Middle School
Student Fees
2024-2025:

EHMS school fees include TBD costs associated with field trips taken throughout the school year. Students who are deemed eligible for field trips and need assistance will have their fees covered.



East Hickman High School

7700 Hwy. 7
Lyles, TN 37098
Phone: (931) 670-1366

Mr. Colin Henson
Principal

Ms. Cayla Moulton
Assistant Principal

East Hickman High School 2024 - 25 Fees

1. Parking Fee - \$10.00

2. Graduation

- Cap and Gown - \$50 (may depend on JHA prices)
- JHA 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 Fees/Dues

- Varies by club: typically under \$25
- Voluntary participation

4. Reward Trips

- Varies by trip
- Usually under \$30
- 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. Various classes require students to purchase materials

(This falls under the fee waiver system)

- Science Lab: Consumable materials not to exceed \$20



CENTERVILLE ELEMENTARY SCHOOL

Jennifer Hudgins, Principal
(931) 729-2212

104 Mary Field Ave.
Centerville, TN 37033

June 6, 2024

Dear Mr. Mullins,

Centerville Elementary School will not be requesting school fees for the 2024-2025 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 2024-2025 school year.

Sincerely

A handwritten signature in black ink, appearing to read "Rose Korte Stites". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rose Korte Stites

Hickman County Middle School
Student Fees
2024-2025:

HCMS school fees include TBD costs associated with field trips taken throughout the school year. Students who are deemed eligible for field trips and need assistance will have their fees covered.

Hickman County High School
2024 - 25
Fees

1. Parking Fee - \$10.00

2. Graduation

- Cap and Gown - \$50 (may depend on JHA prices)
- JHA 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 Fees/Dues

- Varies by club
 - Art Club - \$5.00
 - Beta Club - \$35.00 new members, \$10 returning members
 - Book Club - No fee but members pay for books monthly if fundraisers do not cover it.
 - Pride and Spirit - \$5.00
 - FBLA - \$25.00
 - FCCLA - \$20.00
 - Skills USA - \$15.00
 - Welding - \$16.00

- 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

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 - \$10 (cooking supplies)

Nutrition and Food - \$10 (cooking supplies)

Child Development - \$5 (class supplies)

Welding - \$

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

Discipline Hearing Authority
2024-2025

Beth Robinson – EHHS

Jana Willis – EHMS

Gavin Gordon - HCHS

Tarrah Lawson – CIS

Allison Gilbert - EHES

Shelda Qualls – Special Programs

Becky Malugin - Chair



Hickman County Director of Schools Evaluation Results

Ronald Gammons, Chairman
Sherri Baker
Tim Hobbs
Jim Hudgins
James Lane
Christy Mays
Vance Willis

June 2024

2024 Hickman County Director of Schools Overall Evaluation Score

Section I Qualitative:

Appendix B: Board Observational Data **3.55**

Section II Quantitative:

Appendix C: Achievement of Board Goals/Strategic Plan **3.10**

Overall Evaluation Score: 3.33

2024 Hickman County Director of Schools Results

Evaluation Numbers	Appendix B - Board Observational Data	Rating Out of 5
	BOARD RELATIONSHIPS: Goal 1	
1.1	Keeps all board members informed on issues, needs and operation of the school system, including employment, promotion and dismissal of personnel.	3.83
1.2	Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.	3.67
1.3	Maintains a high degree of understanding and respect between staff and the board.	3.33
1.4	Recommends policies to the board that comply with state law and State Board of Education and Tennessee Department of Education rules and regulations; that protect the security and integrity of the district infrastructure and the data it contains; and that protect the rights and confidentiality of staff and students.	3.50
1.5	Interprets and executes the intent of board policy through the development of administrative procedures.	3.40
1.6	Seeks and accepts constructive criticism of work from the board.	3.17
1.7	Supports board policy and actions to the public and staff.	3.40
1.8	Refrains from criticism of members of the board.	3.33
1.9	Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve such difference immediately.	3.60
1.10	Bases position with regard to matters discussed by the board upon principle, and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time the superintendent supports the decision of the board, as long as he/she remains in its employ.	3.33
	Average	3.46

2024 Hickman County Director of Schools Results		
	COMMUNITY RELATIONSHIPS: Goal 2	
2.1	Is an effective spokesperson for the school system.	3.83
2.2	Builds public support for the school district.	3.67
2.3	Develops cooperative relationships with the news media.	4.17
2.4	Uses information about family and community concerns, expectations, and needs regularly.	3.40
2.5	Secures available community resources to help the school district solve problems and achieve goals.	3.20
2.6	Establish partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school district goals.	3.00
2.7	Recognizes and values diversity.	3.67
2.8	Uses public resources and funds appropriately and wisely.	3.33
	Average	3.53

2024 Hickman County Director of Schools Results		
	STAFF AND PERSONNEL RELATIONSHIPS: Goal 3	
3.1	Develops good staff morale and loyalty to the system.	3.83
3.2	Treats all personnel fairly.	4.00
3.3	Delegates authority to staff members appropriately.	4.00
3.4	Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.	3.50
3.5	Offers professional development that is focused on student learning consistent with the school districts vision and goals.	3.80
3.6	Considers diversity in developing learning experiences.	3.67
3.7	Uses technologies in teaching and learning.	3.83
3.8	Recognizes staff for their professional achievements.	4.17
3.9	Models learning for staff.	3.83
3.10	Provides shared leadership and decision-making opportunities for staff that promotes a climate of collaboration and collegiality.	3.67
	Average	3.83

2024 Hickman County Director of Schools Results		
	FACILITIES AND FINANCE: Goal 4	
4.1	Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues and capital improvement plans.	3.17
4.2	Ensures the maintenance of school property and the safety of personnel and property.	3.50
4.3	Meets and works collaboratively with the Board and appropriate staff to determine priorities for budgeting and the effective allocation of space and human resources.	3.17
4.4	Provides accurate and timely reports to the board on the financial condition of the school system.	3.83
4.5	Develops and monitors long-range plans for school and district technology and information systems and makes informed district decisions about computer hardware and software and staff developing needs while allocating resources consistent with district plan.	3.60
4.6	Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring and oversees the district's fiduciary responsibilities.	3.17
4.7	Establishes and sustains partnerships with community agencies to provide additional resources to support the social and emotional growth and development of at-risk students.	3.40
	Average	3.41

2024 Hickman County Director of Schools Results		
	VISION: Goal 5	
5.1	Works effectively with board, staff, and community to develop long-range strategic plans.	3.20
5.2	Initiates communication and facilitates cooperation and collaboration among staff regarding the district's mission, curriculum and program initiatives.	3.20
5.3	Keeps board and community informed of progress towards long-range goals.	2.83
5.4	Clearly articulates system's vision, mission and priorities to community and media.	2.83
5.5	Ensures that the vision shapes the educational programs, plans, and activities.	3.00
5.6	Uses assessment data related to student learning to develop the school district vision and goals.	4.00
5.7	Seeks and obtains needed resources to support the implementation of the school district mission and goals.	3.60
5.8	Monitors, evaluates and advises the vision, mission, and implementation plans regularly.	3.00
	Average	3.21

2024 Hickman County Director of Schools Results		
	STUDENT ACHIEVEMENT: Goal 6	
6.1	Develops, implements, promotes and monitors continuous improvement in student achievement by using a variety of appropriate techniques.	3.67
6.2	Applies effective methods of providing, monitoring, evaluating and reporting student achievement.	3.67
6.3	Establishes curriculum planning to anticipate occupational trends and school-to-career needs.	4.00
6.4	Provides equitable access for students and staff to technologies that facilitate productivity and enhance learning.	3.67
6.5	Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.	3.40
6.6	Reviews analyses of student academic achievement through standardized test results and other academic sources.	3.83
6.7	Applies and communicates qualitative and quantitative findings to identify strengths and weaknesses in programs and practices in order to ensure continuous improvement.	3.50
6.8	Develops, monitors and assesses district and school improvement plans, including the regular review and analysis of district's test scores by school and sub-groups.	3.50
6.9	Formulates plan to assess appropriate teaching methods and classroom management strategies for all learners.	3.67
6.10	Works collaboratively with members of the staff in using student achievement data to determine relevant professional development opportunities.	3.80
6.11	Meets with principals regularly to provide feedback on goal achievement and to assess ongoing school improvement efforts.	3.83
6.12	Reviews, reports and reacts appropriately to state accountability measures.	3.83
6.13	Identifies, clarifies and addresses barriers to student learning.	3.67
6.14	Recognizes and celebrates student accomplishments.	3.67
	Average	3.69

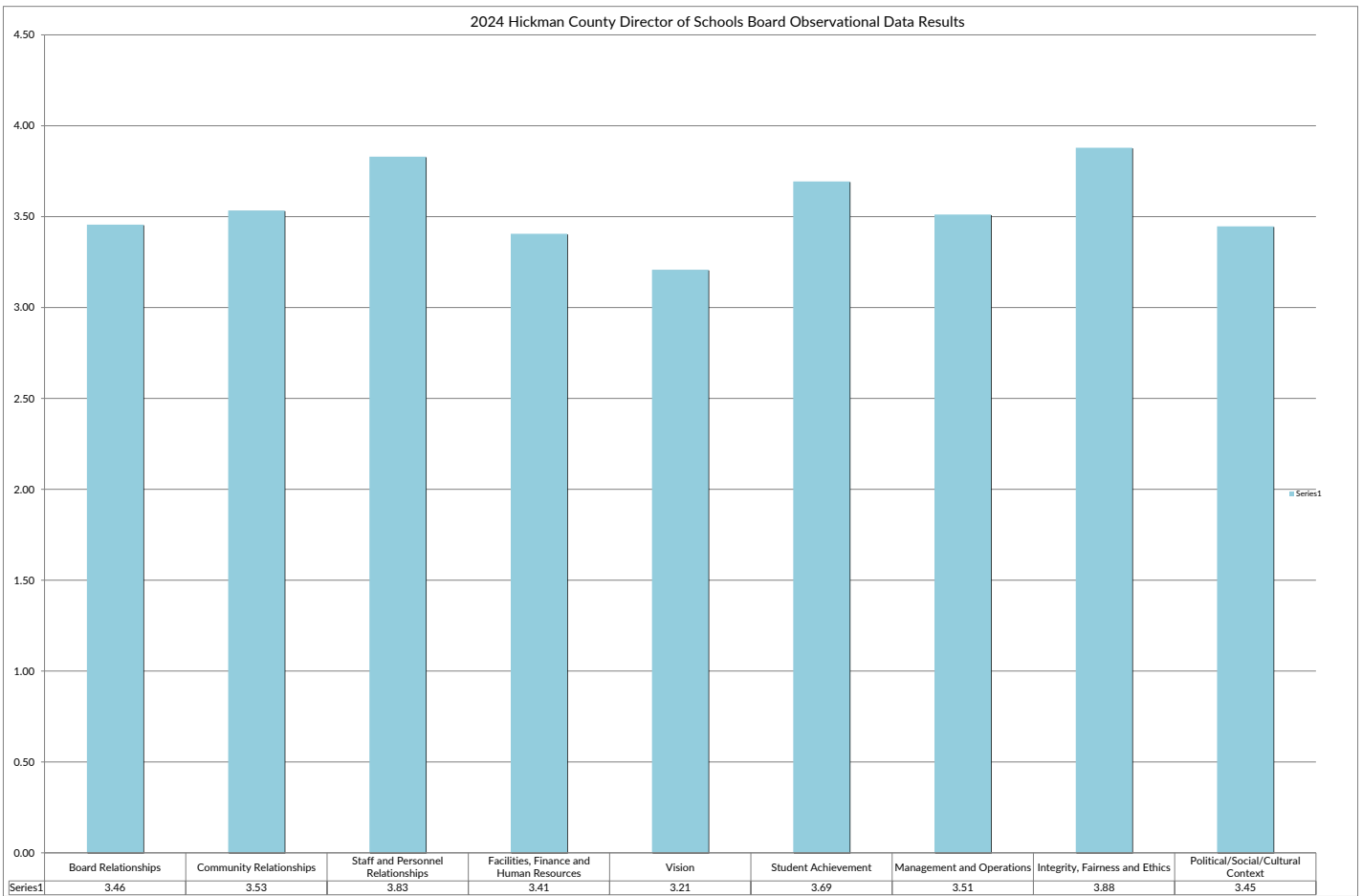
2024 Hickman County Director of Schools Results		
	MANAGEMENT AND OPERATIONS: Goal 7	
7.1	Ensures that operational plans and procedures to achieve the vision and goals of the school district are in place.	3.60
7.2	Manages time to maximize attainment of organizational goals.	3.67
7.3	Identifies potential problems and opportunities.	3.33
7.4	Confronts and resolves problems in a timely manner.	3.33
7.5	Aligns financial, human, and material resources to the goals of school district.	3.33
7.6	Solicits staff input to discuss issues and to promote effective problem-framing and problem-solving skills.	3.50
7.7	Demonstrates professional and effective conflict resolution skills.	3.67
7.8	Uses effective group-process and consensus building skills.	3.80
7.9	Participates in professional learning that is aligned with strategic plan and enhances leadership skills.	3.75
7.10	Implements and enforces school district code of conduct and appropriate and effective disciplinary policies, procedures and programs in a timely and consistent manner.	3.50
7.11	Promotes a climate of trust and teamwork within the district.	3.67
7.12	Clearly communicates expectations regarding behavior and procedures for handling disciplinary problems to students, staff, parents and other members of the community.	3.50
7.13	Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.	3.00
	Average	3.51

2024 Hickman County Director of Schools Results		
	INTEGRITY, FAIRNESS AND ETHICS: Goal 8	
8.1	Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.	3.83
8.2	Serves as a role model.	4.00
8.3	Accepts responsibility for school operations.	4.17
8.4	Uses the influence of the office to enhance the educational program rather than for personal gain.	4.00
8.5	Treats people fairly, equitably, and with dignity and respect.	4.00
8.6	Protects the rights and confidentiality of students and staff.	3.67
8.7	Demonstrates appreciation for and sensitivity to the diversity in the school community.	3.83
8.8	Expects and promotes that others in the school community will demonstrate integrity and exercise ethical behavior throughout the district.	3.67
8.9	Fulfills legal and contractual obligations.	4.00
8.10	Applies laws and procedures fairly, wisely, and considerately.	3.67
8.11	Maintains the physical and emotional wellness necessary to meet the responsibilities of the position.	3.83
	Average	3.88

2024 Hickman County Director of Schools Results		
	POLITICAL/SOCIAL/CULTURAL CONTEXT: Goal 9	
9.1	Ensures that the environment in which schools operate is influenced on behalf of students and their families.	3.50
9.2	Ensures that the school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities.	3.50
9.3	Ensures that lines of communication are developed with decision-makers outside the school community.	3.40
9.4	Promotes and expects a district-based climate of tolerance, acceptance and civility.	3.83
9.5	Establishes a culture that encourages responsible risk-taking while requiring accountability for results.	3.20
9.6	Ensures that there is ongoing dialogue with representatives of diverse community groups.	3.25
	Average	3.45
	Board Observational Data Average:	3.55

2024 Hickman County Director of Schools Evaluation Results - Appendix B

Appendix B - Board Observational Data	Average
Board Relationships	3.46
Community Relationships	3.53
Staff and Personnel Relationships	3.83
Facilities, Finance and Human Resources	3.41
Vision	3.21
Student Achievement	3.69
Management and Operations	3.51
Integrity, Fairness and Ethics	3.88
Political/Social/Cultural Context	3.45
AVERAGE:	3.55

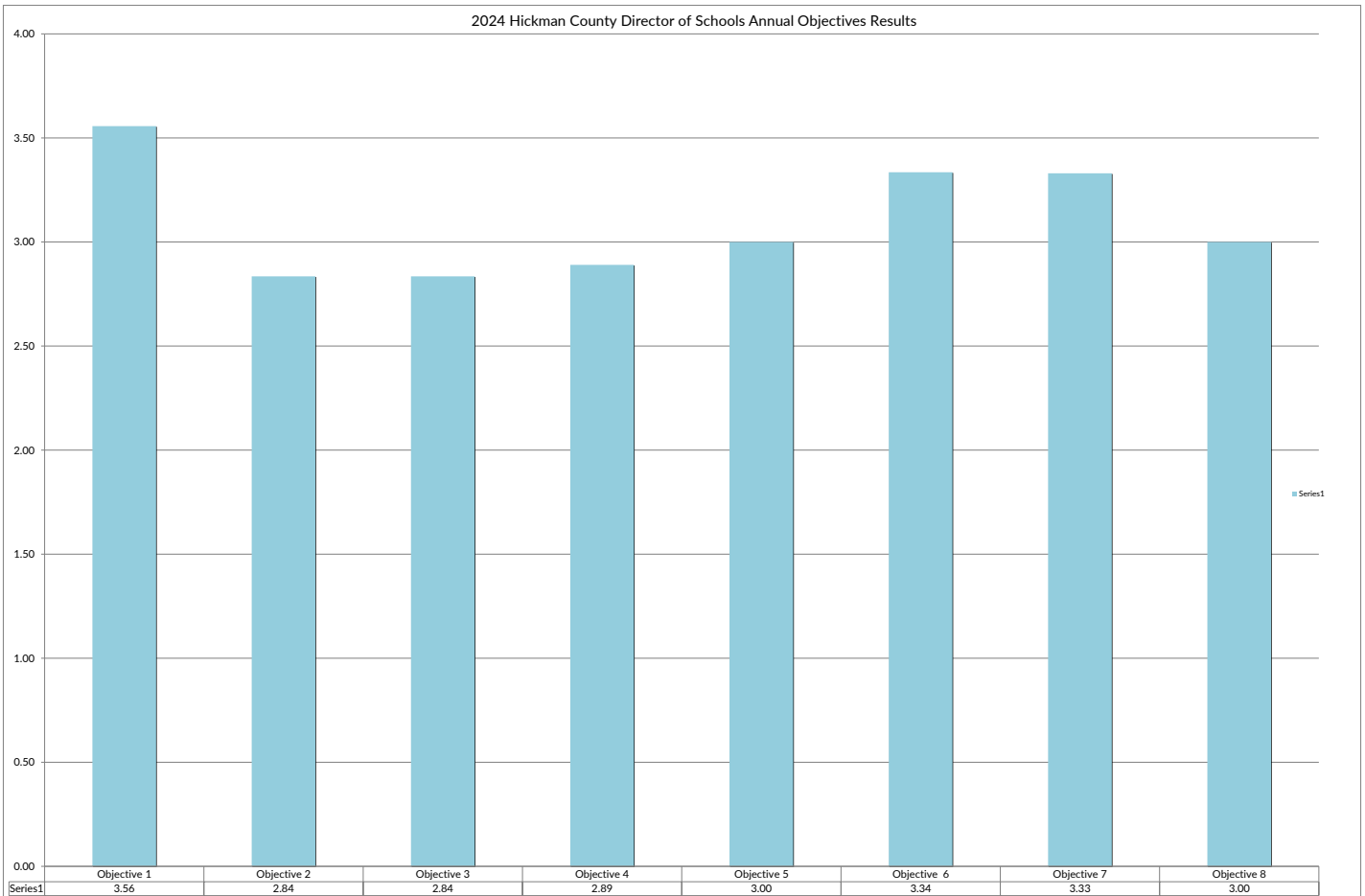


2024 Hickman County Director of Schools Evaluation Results		
Objective Numbers	Appendix C - Annual Objectives	Rating Out of 5
	Performance Objective 1: Ensure that there is a continuous improvement plan for student achievement and growth.	
1.1	Ensure the improvement plan is clear and data-based.	3.33
1.2	Examine data, set goals and stay the course or initiate change as necessary.	3.67
1.3	Resources are clearly aligned with improvement plan.	3.67
	Average	3.56
	Performance Objective 2: Develop a school district strategic plan.	
2.1	Annual and long-range goals, along with measurable objectives and strategies, have been established with input from Board, staff and community members.	2.67
2.2	A district-wide vision has been created with input from Board and staff.	3.00
	Average	2.84
	Performance Objective 3: Evaluate the organizational structure of the district and reorganize as necessary to achieve maximum effectiveness.	
3.1	The reorganization of personnel and a revised organizational chart has been developed.	2.67
3.2	If necessary, a fiscal review with budgetary recommendations.	3.00
	Average	2.84
	Performance Objective 4: Develop a comprehensive plan to promote school system and increase parent and community involvement.	
4.1	Promotional tools for the school system have been developed.	3
4.2	Development of tools to increase parent and community involvement in reopening of school system during pandemic.	3
4.3	Created new approaches to engage with parents and community partners throughout school year due to pandemic.	2.67
	Average	2.89

2024 Hickman County Director of Schools Evaluation Results		
	Performance Objective 5: Work with the school board to develop and implement an annual plan for promoting school system and increasing communication and support with the county commission/city council.	
5.1	The board adopts an annual agenda for promotion, which includes activities, which the board and/or the Director will complete during the year. The plan must include activities to build support from the County Commission/City Council.	3.00
	Average	3.00
	Performance Objective 6: Develop a budget for the school board as outlined in school policies, activities in the school board annual agenda, and guidelines established by the State Department of Education.	
6.1	A budget document has been formulated using procedures required by school board policies, activities in the school board annual agenda, and guidelines established by the State Department of Education.	3.17
6.2	Budget documents were developed to serve the school system's needs for additional funding from government bodies due to pandemic.	3.50
	Average	3.34
	Performance Objective 7: Ensure the Board's annual agenda is developed and implemented.	
7.1	Evidence that annual agenda items referencing the Director of Schools have been completed or are ongoing and nearing completion.	3.33
	Average	3.33
	Performance Objective 8: Provide and promote activities that give the school board an opportunity to review its effectiveness and improve the relationship between individual school board members, and the school board as a whole with the Director of Schools.	
8.1	Information regarding improvement activities such as workshops, clinics, conventions, board retreats, etc.	2.50
8.2	A self-evaluation instrument that reviews school board effectiveness and allows for each school board member to make recommendations and suggestions for improvement has been distributed to the Board for their review.	3.50
	Average	3.00
	Performance Objective Average:	3.10

2024 Hickman County Director of Schools Evaluation Results - Appendix C

Appendix C - Annual Objectives	Average
Objective 1	3.56
Objective 2	2.84
Objective 3	2.84
Objective 4	2.89
Objective 5	3.00
Objective 6	3.34
Objective 7	3.33
Objective 8	3.00
AVERAGE:	3.10





Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: July 2024

The following policies are up for 1st reading with proposed changes due to changes in the law. TSBA sent model policies that were used to update our current policies. Additions are in yellow and deletions have been struck through.

1st Reading:

Policy 1.501 - Visitors to the Schools

Public Chapter 810 requires Boards to adopt a code of conduct for each school in the district. This code must be placed where visitors can see it and must also contain the name and the board of professional responsibility number of the attorney who reviewed it.

Policy 1.800 - School Calendar

A recent change to state law may require some districts to close on the day of the presidential election primary.

Policy 2.403 - Surplus Property Sales

Previously, legal notices were required to be placed in newspapers. Under a new change to state law, these notices are also required to be placed online on a "news and information website."

Policy 2.806 - Bids and Quotations

Several changes to state law impact policies on bids and quotations. In addition to the legal requirement to post the information online, as described above, the bidding threshold has been changed, and there is a new exemption from competitive bidding. Public Chapter 513 removes the \$10,000 threshold and standardizes bidding thresholds at \$25,000 or \$50,000 for Boards that do not follow the procedures of their local funding body. Please note, that the \$50,000 is available to Boards with a centralized purchasing authority and the \$25,000 applies if there is no centralized purchasing. Additionally, Public Chapter 661 exempts bulk fuel purchases that exceed bidding limits from bidding requirements.

Policy 3.202 - Emergency Preparedness Plan

Public Chapter 563 requires districts to develop procedures on how staff will determine the cause of fire alarm activation including the potential for an active shooter event. TSBA has included a provision on this requirement in their model policy and will include a model template in their upcoming administrative procedure update. As the contents of the procedure will differ across

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districts, TSBA recommends working with local law enforcement and the local fire department to develop the specifics of individual procedures. This new law will also require updates to the district's safety plan.

Policy 3.205 - Security

A new state law, Public Chapter 882, requires that principals immediately report certain types of assaults and certain acts of vandalism to the Director of Schools and local law enforcement.

Policy 3.400 - Student Transportation Management

A change from the 2023 legislative session, Public Chapter 122, goes into effect July 1, 2024. This new state law requires Boards to issue certificates to bus drivers. These certificates may be revoked if the bus driver is no longer fit to operate a school bus. In addition, Public Chapter 548 requires notices to be posted on buses stating that only authorized individuals may enter.

Policy 4.201 - Class Size Ratios

Public Chapter 712 modifies class size requirements to allow greater flexibility in Career and Technical Education class sizes for grades 6-8.

Policy 4.213 - Family Life Curriculum

Several changes to state law impact instruction with the family life curriculum. Public Chapter 571 requires that information on internet crimes against children be incorporated into this instruction and that the name of the instructor be reported to the Department of Children's Services. Separately, Public Chapter 795 requires that the family life curriculum that covers human growth, human development, or human sexuality, include a video of fetal development. Finally, Public Chapter 970 prohibits instruction on topics related to sexual activity for students in grades K-5.

Policy 4.214 - Use of Artificial Intelligence Programs

Public Chapter 550 requires all Boards to adopt a policy on the use of artificial intelligence for instructional and assignment purposes. This is a new model policy that covers this topic. As this is an emerging area of technology, TSBA recommends working closely with district staff to ensure implementation aligns with board policy. More updates to this policy may be forthcoming as this area of law and technology develops.

Policy 4.301 - Interscholastic Athletics

Per a new state law, Public Chapter 639, home school students will be able to participate in interscholastic athletics in schools that are not members with TSSAA or TMSAA. Essentially, this will allow home-school student participation in all sports.

Policy 4.403 - Library Materials

Public Chapter 782 revises the "Age Appropriate Materials Act of 2022". These changes to state law establish standards for immediate removal of material if it contains content defined in TCA 39-17-901 (i.e., nudity, sexual excitement, sexual conduct, excess violence, sadomasochistic abuse, material that is patently offensive or appeals to the prurient interest). Additionally, if the Board does not take action on feedback within sixty days, the student, parent/guardian, or employee who submitted the feedback may appeal to the State Textbook and Instructional Materials Quality Commission to evaluate the material.

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Policy 4.600 - Grading System

A recent change to State Board of Education regulations revises the percentage points for Dual Enrollment courses from 4% to 5% for the purpose of calculating semester average grades beginning in the 2024-2025 school year.

Policy 4.603 - Promotion and Retention

Two new state laws make further changes to promotion and retention. Public Chapter 829 allows parents/guardians to voluntarily retain their students in grades K-2 if the student has a documented academic or behavior delay and the parent/guardian believes retention may benefit the student.

Additionally, Public Chapter 989 creates a new promotion pathway to the 5th grade for students facing possible retention in the 4th grade. Under the new law, when certain students do not meet adequate growth on the ELA portion of the 4th grade TCAP test, a committee including the student's parent/guardian, ELA teacher, and principal will convene to determine whether the student will be promoted or retained. Each category of participants in the committee may make a recommendation to promote or retain the student. For example, if two parents attend the committee meeting, they still only get to contribute 1 of the 3 total recommendations. If at least 2 of the 3 committee members agree that the student is ready for the 5th grade, then that student may be promoted, provided they participate in mandatory tutoring for the entirety of their 5th grade year.

Policy 5.307 - Physical Assault Leave

Previously, per state law, physical assault leave was only available to teachers. Public Chapter 839 expands this type of leave to include any employee who is absent from assigned duties as a result of physical assault or other violent criminal acts committed in the course of their employment duties. Included is a notice requirement per Public Chapter 915.

Policy 5.701 - Substitute Teachers

Public Chapter 735 requires that substitute teachers receive annual school safety training.

Policy 5.802 - Qualifications and Duties of the Director of Schools

State law now requires the Director of Schools to report additional educator information to the State Board of Education. Public Chapter 577 requires that a report be made if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction.

Policy 6.203 - School Admissions & Policy 6.318 - Admission of Suspended or Expelled Students

While state law already requires parents/guardians to provide information to the school district if their student has been adjudicated delinquent for certain offenses, Public Chapter 721 clarifies that principals may specifically request this information from parents/guardians.

Policy 6.300 - Code of Conduct (This is Hickman County's 6.313)

Public Chapter 882 requires that assaults on school property be immediately reported to local law enforcement and the Director of Schools. TSBA has modified the language in Tier IV to reflect this requirement. Additionally, Public Chapter 915 creates a separate category of assault for school discipline purposes (i.e., it is distinct from aggravated assault or assault that results in bodily injury).

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Based on this change to state law, TSBA has revised the list of offenses to clarify this distinct offense.

Policy 6.309 - Zero Tolerance Offenses

Public Chapter 882 modifies the current list of zero-tolerance offenses in state law. Now, a threat assessment team will determine whether a threat of mass violence is valid before the offense can be classified as zero tolerance.

Policy 6.316 - Suspension

TSBA has also modified policy 6.316 to specify that invalid threats of mass violence (i.e., those determined by the threat assessment team to not be valid) can result in suspension. Additionally, Public Chapter 915 states if a student assaults an employee, the student can be suspended from attendance at school-sponsored activities for one year. As this new law does not define the term "school-sponsored event". TSBA has included a suggested definition.

Policy 6.4052 - Opioid Antagonist

Public Chapter 629 requires that opioid antagonists be stored in accordance with the manufacturer's instructions and states that school district staff may not prohibit individuals from possessing an opioid antagonist on school property or at off-campus school events.

Policy 6.409 - Reporting Child Abuse

Per Public Chapter 571, districts are required to report the names of the Child Abuse Coordinator and the Alternate Child Abuse Coordinator to the Department of Children's Services.

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 681 - Serving Whole Milk

This law allows Boards to adopt policies to offer whole milk options in bulk milk dispensers. Providing this would be separate from the reimbursable federal grant process, however, TSBA wanted to let you know about this option.

Public Chapter 801 - Employee Concealed Carry Law

Employees may be permitted to carry concealed firearms on school property if very specific conditions are met per this new state law (e.g., an enhanced handgun carry permit, psychological evaluation, annual training, permission from certain individuals). These changes to state law place the decision-making authority with the chief of the local law enforcement agency, the principal, and the Director of Schools. If the district would like to utilize this option, TSBA recommends speaking with the board attorney and the district's insurer.

Public Chapter 832 - Reporting Gender Identity Accommodations

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A change to state law requires an employee to provide information to parents regarding any requests for gender identity accommodations by their student. We recommend informing employees of these legal obligations.

Public Chapter 1005 - A Clean-Up Bill

Public Chapter 1005 is a general clean-up bill to education statutes that makes several changes and contains a revision that may impact grading policies. This change to TCA 49-6-407 prevents school boards from creating a local grading policy or procedure that establishes a minimum grade above zero.

Public Chapter 1061 - Families' Rights and Responsibilities Act

This Public Chapter clarifies specific rights for parents and guardians. Of note, the new statutes require parent/guardian consent prior to an audio or video recording of a student with a few exceptions. As this could be relevant in recorded disciplinary proceedings, TSBA wanted to let you know. These legal changes also require consent prior to administering medical treatment. While there are some exceptions, TSBA recommends getting prior consent from parents/guardians to ensure district staff can assist students with minor medical situations (e.g., providing a Band-Aid, ice packs).

State Board of Education Policy 3.103 - Graduation Substitutions

The State Board of Education recently updated its policy on graduation credit substitutions to clarify that students may substitute one full-credit course for two half-credit courses.

2nd Reading:

6.411 Student Wellness- add on page 2 at the end of line 24 the following sentence: **School cafeterias restrict the sale of caffeinated energy drinks**

Up for Review:

- 4.204 Summer Instructional Program
- 4.205 Enrollment in Advanced Courses
- 4.206 Homebound Instruction
- 4.207 English Learners
- 4.208 Adult Education Program
- 4.209 Alternative Credit Options
- 4.210 Credit Recovery
- 4.211 Work Based Learning Program
- 4.212 Virtual Educaiton Program

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 11/06/23
	Rescinds: 1.501	Issued: 09/19/23

1 Except on occasions, such as school programs, athletic events, open house and similar public events;
2 all visitors will report to the school office when entering the school and will sign a log book, present
3 their ID and be ran through the Raptor System. (Parents and/or Guardians will be notified about the
4 Raptor System each new school year by way of student packets and/or handbooks. Signs will be posted
5 outside of each school notifying visitors of the Raptor System.) Authorization to visit elsewhere in the
6 building or on the school campus will be determined by the principal or designee. Guest passes shall
7 be issued for all persons other than students and employees of the school.¹

8 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter
9 onto the grounds or into the school buildings during the hours of student instruction except students
10 assigned to that school, the staff of the school, parents of students, and other persons with lawful and
11 valid business on the school premises.²

12 VISITOR CONDUCT

13 Persons who come onto school property shall be under the jurisdiction of the site
14 administrator/designee. Individuals who come onto school property or who contact employees on
15 school or district business are expected to behave accordingly. The Director of Schools shall develop a
16 visitor code of conduct to be presented to the board attorney, and then, approved by the Board.³ This
17 code shall prohibit the following:

- 18 1. Cursing and use of obscenities;
- 19 2. Disrupting or threatening to disrupt school or office operations;
- 20 3. Acting in an unsafe manner that could threaten the health or safety of others;
- 21 4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 22 5. Physical attacks intended to harm an individual or substantially damage property.

23 The visitor code of conduct shall be posted on the district's website as well as the school's website,
24 and copies of the code shall be provided to all teachers, counselors, administrative staff, and other
25 school employees. In addition, each school entrance shall have the visitor code of conduct posted
26 prominently along with the phone number of someone in the school's administration who can answer
27 questions about the code.

28 Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along
29 with the phone number of someone in the school's administration who can answer questions about the

1 code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood
2 the code of conduct.

3 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

4 The principal or his/her designee has the authority to exclude from the school premises any persons
5 disrupting the educational programs in the classroom or in the school, disturbing the teachers or
6 students on the premises, or on the premises for the purpose of committing an illegal act.²

7 The principal shall engage law enforcement officials when he/she believes the situation warrants such
8 measures.

9 Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town
10 visitors to school must be submitted to the principal.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

Cross References

- Section 504/ADA Grievance Procedures 1.802
- Vendor Relations 2.809
- Security 3.205
- Care of School Property 6.311
- Board Community Relations 1.500
- Safety 3.205
- School Volunteers 4.501
- Care of School Property 6.311

Hickman County Board of Education			
	Descriptor Term:	Descriptor Code:	Issued Date:
	School Calendar	1.800	12/04/23
		Rescinds:	Issued:
		1.800	12/07/21

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the director
2 of schools, an official school calendar for the succeeding school year. The calendar will identify
3 holidays, vacation days, summer sessions and other extensions of the school year. The calendar may be
4 revised by the Board, upon recommendation of the director of schools, due to inclement weather or
5 other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certificated personnel; and
- 11 • Four (4) discretionary days.
- 12 • Closed for the general and/or primary elections²

13 Extended contracts shall include twenty (20) days for each additional month employed.

14 The director of schools shall plan each year's program accounting for a 200-day year and shall
15 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the
16 opening of the school term.

17 **STUDENT ATTENDANCE DAYS**

18 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
19 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
20 by the State Department of Education.

21 **IN-SERVICE EDUCATION**

22 Each day of in-service education included in the school calendar shall be equivalent to not less than six
23 (6) hours of planned activities.²

24 **DISCRETIONARY DAYS**

25 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
26 student attendance days, in-service days or administrative days, which may be used by administrators,
27 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,
28 parent-teacher conferences and other classroom functions.¹

29 Discretionary days shall be designated annually by the Board.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. Pubic Acts of 2024, Chapter No. 573
3. TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Hickman County Board of Education

Descriptor Term:

Surplus Property Sales

Descriptor Code:
2.403

Issued Date:
04/08/24

Rescinds:
2.403

Issued:
02/05/24

1 The Director of Schools shall prepare a list of unusable items for Board approval.¹ The list shall
2 contain the following information: name of item, date of purchase, and reason for disposal (vehicles
3 will list VIN and mileage).

4 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
5 circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and
6 information website in accordance with state law.³ The sales will occur via online auction in
7 accordance with state law.²

8 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
9 disposed of without the necessity of bids. In order for such disposal without bids, the Director of
10 Schools and the Board Chair shall agree in written form that the property is of no value or is of less
11 value than five hundred dollars (\$500).³

12 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district,
the Board shall approve other methods of disposal.⁴

14 Surplus equipment will be auctioned off (i.e. Gov.planet) by the district whenever it becomes
15 available. The Board shall approve all surplus equipment prior to disposal. Buses will be stored in a
16 secured location until they are sold.

17 DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁵

18 When equipment that was purchased with federal dollars is no longer needed for the original project or
19 program or for other activities currently or previously supported by a federal agency, disposition of the
20 equipment shall be made as follows:

- 21 1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be
22 retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
23
- 24 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be
25 retained or sold, and the awarding agency shall have a right to an amount calculated by
26 multiplying the current market value or proceeds from sale by the awarding agency's share of
27 the equipment.
28

Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b)

Cross References

- Duties of Officers 1.201
Inventories 2.702

3. Public Acts of 2024, Chapter No. 793
4. TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 200.313

Textbooks and Instructional Materials 4,400

Hickman County School System

News and Information Website for Legal Notices

2.403.2

1 When a legal notice is required to be published in a newspaper of general circulation, whether by state
2 law or board policy, the notice shall also be published on a news and information website.

3 To be classified as a news and information website, the following criteria shall apply to the website:

- 4 1. Has a URL;
- 5
- 6 2. Has been published continuously for the previous twelve-month period;
- 7
- 8 3. Has been published using recognized standards of professional journalism;
- 9
- 10 4. Must have content revised on a regular basis not less than three (3) times per week;
- 11
- 12 5. Has a fixed title or name and date lines and complies with and abides by all copyright laws;
- 13
- 14 6. Does not serve primarily as a platform to promote the interests or opinions of a special interest
15 group, individual, or cause;
- 16
- 17 7. Is principally devoted to the dissemination of local or general news with at least fifty percent
18 (50%) of all editorial content reported being original, excluding advertisements;
- 19
- 20 8. Exists and is registered pursuant to state law with the Secretary of State;
- 21
- 22 9. Must have an office of publication based in the county in which the notice is required to be
23 published;
- 24
- 25 10. Is available and open to the public where business is transacted during usual business hours;
- 26
- 27 11. Maintain a telephone number and email listing; and
- 28
- 29 12. Includes in each updated publication the contact information of the news and information
30 website.

31
32 To ensure compliance, the District shall publish any legal notice on the
33 <https://www.hickmancountytimes.com/> website.

Hickman County Board of Education			
	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 03/11/24
		Rescinds: 2.806	Issued: 07/10/23

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
6 and 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
8 competitive bids, but shall be awarded on the basis of recognized competence and integrity.^{2,3}

9
10 Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market
11 without public advertisement or competitive bidding. Whenever possible, however, at least three (3)
12 documented quotes shall be obtained.⁴

Legal References

1. TCA 49-2-203(a)(3)

Cross References

Executive Committee 1.301

2. TCA 12-3-1209; TCA 12-4-107
3. TCA 29-20-407
4. Public Acts of 2024, Chapter No. 661

Consultants 1.303
Conflict of Interest 5.601

Hickman County Board of Education

Descriptor Term:

Emergency Preparedness Plan

Descriptor Code:
3.202

Issued Date:
04/08/24

Rescinds:
3.202

Issued:
08/07/23

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

20 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 ANNUAL DRILLS⁵

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

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27 2. An incident command drill; and
- 28 3. An emergency safety bus drill.
- 29

1 **ARMED INTRUDER DRILLS**

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

4 **AED DRILLS⁶**

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

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

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

12 **MEDICAL EMERGENCIES/PANDEMIC FLU⁷**

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

17 **REMOTE LEARNING DRILLS⁸**

18 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
19 reflect how students will transition to remote learning in the event of a disruption to school operations.
20 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. Public Acts of 2024, Chapter No. 563
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

Cross References

Emergency Closings 1.801 i
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Schools

Automated External Defibrillator Policy and Procedure

Purpose: To provide guidelines for oversight and use in the Hickman County School System with regard to the implementation of rapid life support in situations where Sudden Cardiac Arrest (SCA) has occurred.

Training Requirements:

Any employee that is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards.

Policy:

1. An Automated External Defibrillator (AED) will be maintained on the premises of:

East Hickman Middle School 9414 East Eagle Dr Lyles, TN 37098 Hallway by office, Gym, Football Concession	East Hickman High School 7700 Highway 7 Lyles, TN 37098 Hallway by gym and cafeteria Hallway by office, CTE wing, Football Fieldhouse, Baseball Concession Stand
Hickman County Middle School 1639 Bulldog Blvd Centerville, TN 37033 Hallway by office	Hickman County High School 1645 Bulldog Blvd Centerville, TN 37033 Hallway by gym and concessions Hallway by office
Centerville Elementary School 104 Mary Field Dr Centerville, TN 37033 Outside of Office	East Hickman Elementary School 5191 Hwy. 100 Lyles, TN 37098 Outside of office
Centerville Intermediate School 110 Mary Field Avenue Centerville, TN 37033 Outside of Office	East Hickman Intermediate School 5198 East Eagle Dr Lyles, TN 37098
Hickman County High- Building B 1645 Bulldog Blvd. Centerville, TN 37033 Hallway	

2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. If trained individuals are not on school grounds during an emergency, a member of the general public who is present may use the AED.
3. Program Coordinator will be the Coordinated School Health director.
4. Program Coordinator responsibilities may include, but are not limited to:
 - Planning/training staff for emergency situations
 - Coordinating CPR/AED training
5. School nurses responsibilities may include, but are not limited to:

- Maintenance of the AED and equipment
 - Maintaining records of emergency events, and reporting AED use to Coordinated School Health
6. Medical directorship information:
Dr. Zach M. Hutchens
DEA BHO223797
Medical license MD020420
 7. EMS:
Allen Livengood
550 Highway 100
Centerville, TN 37033

Hickman County Schools

AED Protocol for Use

The witness of first person to the scene will :

1. Call for help, call 911. Verify the scene is safe using universal precautions.
2. Assess the victim to verify that the victim is unconscious, not breathing, has no pulse, and that the AED is necessary.
3. Send someone to retrieve the AED.
4. Start CPR.
5. Do NOT use an AED if the victim is in water or wet as water acts as a conductor of electricity. Use a towel to dry the victim and /or move the victim to a safer area.
6. When the AED arrives, open it and turn it on.
7. Remove the victim's clothing from the chest and remove all metal including belts, necklaces, underwire bras, etc.
8. Observe the victim's chest for bulges which may indicate a pacemaker or internal defibrillator. Do not place electropads over bulges. Instead, place the electropad as close to the recommended site as possible.
9. Apply the electrode patches to the upper right chest and lower left chest in accordance with the pictures on the AED.
10. Follow the voice prompts to analyze heart rhythm.
11. Do NOT use alcohol to wipe a chest, as alcohol is flammable.
12. Make sure everyone is clear from the patient and press the shock button when prompted. The AED will reanalyze the patient and advise another shock if appropriate. There is no limit to the number of shocks that can be given, if advised by the AED.
13. Resume CPR as directed by the AED.
14. Send someone to meet EMS and bring them to the scene.
15. Continue to follow voice prompts and continue CPR until EMS arrives.
16. When EMS arrives, be prepared to give them the following information:
 - Patient's name
 - Known medical information
 - Timeline of the event
 - Any care given by the responders
 - Any other pertinent information
17. Following the event, the school nurse or Coordinated School Health director will deliver the AED incident report form to the medical provider, clean the AED, and replace any used supplies.

Hickman County Schools AED Report Form

Site: _____

Location/Address of Incident: _____

Date of Event: _____ Time of Event: _____

Patient's Name: _____

Patient's Address: _____

Patient's Age: _____ Gender: Male Female

Witnesses Names: _____

Name of on-site responder (s):

1. _____ CPR/AED Trained: Yes No

Responder's signature: _____

2. _____ CPR/AED Trained: Yes No

Responder's signature: _____

3. _____ CPR/AED Trained: Yes No

Responder's signature: _____

Was CPR given before the AED arrived? Yes No If Yes, how long? _____

Were shocks advised/given? Yes No If Yes, how many? _____

Were any problems/adverse effects encountered on the scene?

Was CPR continued after AED? _____ Yes _____ No

Condition upon arrival of EMS and outcome (if known): _____

Name of provider completing this report: _____

Signature: _____ Date: _____

**COPY OF REPORT SHOULD BE SUBMITTED TO COORDINATED SCHOOL HEALTH
DIRECTOR, EMS DIRECTOR, AND MEDICAL DIRECTOR**

AED MONTHLY CHECKLIST

School: _____

School Year: _____

AED Location: _____

Month-Add date checked	Is the unit clean and undamaged?	Are pads connected and in date?	Turn the unit on and off and verify green check.	Check for adequate supplies.	Signature and title of person Performing check
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					

Hickman County School System

Automated External Defibrillator (AED) Devices

3.202.3

1 All schools are required to have AEDs to be used in a medical emergency and placed in a school or on
2 school grounds in accordance with the cardiac emergency response plan (CERP).

3 Before placement of the AED, **Coordinated School Health (CSH) Director** shall seek the
4 endorsement of a licensed physician as to the appropriate location of the AED and to the supervision of
5 the placement.

6 **CHS Director** shall ensure that the AED is registered with the local emergency medical service
7 provider and give the provider a copy of the written AED plan, written notice that the district has
8 established an AED program, the location of the AED, and how the use of the AED is coordinated with
9 the local emergency medical service system.

10 Any time an AED is used within a school, the local emergency medical service shall be summoned to
11 provide assistance as soon as possible. The usage of the AED shall be reported to the supervising
physician/designee and to the Department of Health.

13 ACCESSIBILITY

14 AEDs shall be identified by signage and accessible during the school day. If a school serves grades
15 nine through twelve (9-12), the AED shall also be accessible during all school youth athletic activities.
16 The AED shall be located on-site of the school youth athletic activity or placed and made available in
17 an unlocked location on school property that allows for the AED to be used within three (3) minutes of
18 a sudden cardiac arrest event.

19 TRAINING

20 The principal/designee shall ensure that any expected AED users receive training in a nationally
21 recognized course approved by the Department of Health, such as the American Heart Association, on
22 AED use, first aid, and cardiopulmonary resuscitation (CPR).

23 AED PROGRAM

24 **CHS Director** will establish and adhere to a program for the use of an AED that includes a written
25 plan that contains the following:

- 26 1. The placement of the AED;
- 28 2. The individuals authorized to operate the AED;

- 1 3. How the AED will be coordinated with the local emergency medical service system;
- 3
- 4 4. The maintenance and testing that will be performed on the AED;
- 5
- 6 5. Any records that will be kept;
- 7
- 8 6. Any reports that will be made of the AED use;
- 9
- 10 7. A plan of action for proper action of the AED; and
- 11
- 12 8. Any additional requirements as set forth by the Department of Health.

13 **CARDIAC EMERGENCY RESPONSE PLAN (CERP)**

14 **CHS Director** shall work with the Board to develop a CERP that establishes the steps that should be
15 taken in response to a sudden cardiac arrest event within the school building or on school grounds. The
16 following factors shall be incorporated:

- 17 1. Align with the guidelines established by the American Heart Association;
- 18
- 19 2. Be implemented at each school;
- 20
- 21 3. Identify the number of AEDs that must be placed within each school building or on school
22 grounds;
- 23
- 24 4. Establish a cardiac emergency response team at each school that is responsible for carrying out
25 the CERP, including the response protocols each team is responsible for implementing and
26 overseeing in a sudden cardiac arrest event;
- 27
- 28 5. Identify the training required for the cardiac emergency response team and for any teachers,
29 administrators, or other district employees to assist in understanding the severity of sudden
30 cardiac arrest events, educate on how to respond in such circumstances, and notify of the
31 existence, content, and guidance available in the CERP; and
- 32
- 33 6. Incorporate information regarding AED training, notification, maintenance and testing of the
34 AED, and the AED Program in to the CERP.

35 The CERP shall be reviewed annually by the Board, semiannually by each cardiac emergency response
36 team, and no later than ten (10) days after a sudden cardiac arrest event occurs by the cardiac
37 emergency response team and the Director of Schools.

38 The CERP shall be distributed annually to students, parents, teachers, administrators, and other district
39 employees and posted prominently in each school building and on school grounds as well as on the
40 district website.

MAINTENANCE AND TESTING

- 2 **CHS Director** shall ensure that the AED is maintained and tested in accordance to the manufacturer's
- 3 operational guidelines. Records shall be maintained as to all maintenance and testing performed on the
- 4 AED.

1

Hickman County School System

Fire Alarm Activations

3.202.5

2 General

3 Each school within the district maintains alarm systems and regularly conducts a variety of drills
 4 throughout the year to direct the actions of students and district employees, including substitute
 5 teachers, part-time staff, and school volunteers, during certain events including, but not limited to, fire,
 6 inclement weather, and armed intruder/active shooter. Due to the different response procedures,
 7 students and district employees, including substitute teachers, part-time staff, and school volunteers,
 8 shall be notified of the type of emergency or threat occurring on school grounds in order to take
 9 appropriate safety measures.

10 Hickman County School employees in consultation with the local fire department and law enforcement
 11 officials, determined that the causes below would activate the fire alarm system and have outlined the
 12 appropriate response for each cause. These procedures comply with applicable fire and building codes
 13 and shall be reviewed annually, and if needed, updated to ensure best practices are reflected for
 14 students and district employees.

15 District employees, including substitute teachers, part-time staff, and school volunteers, shall be
 16 trained annually as to the appropriate response procedures for fire alarm activations.

17 FIRE

18 Student and district employees, including substitute teachers, part-time staff, and school volunteers,
 19 shall be notified of an alarm activation for a fire by the sound of the fire alarm.

20 Response Procedures:

21 1. Follow the procedures as outlined in the school and district safety plan.

22 INCLEMENT WEATHER

23 Student and district employees, including substitute teachers, part-time staff, and school volunteers,
 24 shall be notified of an alarm activation for inclement weather by one of the following methods:

- 25 ● Weather radio
- 26 ● SRO
- 27 ● Central Office
- 28 ● Local TV station

29 Response Procedures:

Hickman County Board of Education

Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 04/08/24
	Rescinds: 3.205	Issued: 08/07/23

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

) 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 All exterior doors leading into a school building shall be locked at all times and access to school
20 buildings is limited to the school's primary entrance during the school day as well as when students are
21 present outside of regular school hours.³

22 The principal shall immediately call law enforcement officials and the Director of Schools in cases
23 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
24 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
25 violence.⁶ The Director of Schools/designee is authorized to sign a criminal complaint and press
26 charges. The Director of Schools shall report all signing of such complaints to the Board.

27 AFTER SCHOOL HOURS

28 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
29 district employee shall be stationed by the door to ensure access is limited to authorized persons.⁵

SCHOOL POLICING¹

- 1 The Board may enter into a memorandum of understanding with a chief of a law enforcement agency
2 to provide school policing. Any memorandum of understanding shall address, at a minimum, the
3 following issues:
- 4 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance
5 with all laws, regulations and rules of the Peace Officer Standards and Training Commission at
6 the time of assignment and remain compliant throughout the tenure of his or her assignment;
7
 - 8 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in
9 school policing within twelve (12) months of assignment . Every year thereafter the SRO shall
10 participate in a minimum of sixteen (16) hours of training specific to school policing. All
11 training programs shall be approved by the Peace Officers Standards and Training
12 Commission.³
 - 13 3. Any SRO assigned under the memorandum remains an employee of the law enforcement
14 agency, subject to that agency's direction, control, supervision and discipline, though the Board
15 may agree to indemnify and reimburse the law enforcement agency for any part or all of the
16 increased costs incurred by the law enforcement agency as a result of the assignment of the
17 SROs.
18
 - 19 4. No officer shall be assigned to a school, or continue in such an assignment, without the consent
20 of the Director.
21
 - 22 5. In the event that more than one SRO is assigned to a school system, the law enforcement
23 agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The
24 duties of the senior SRO, however designated, shall include, but not be limited to, the
25 following:
 - 26 a. To represent and carry out the policies of the law enforcement agency assigning the
27 SROs.
 - 28 b. To supervise the SROs in the performance of their duties;
 - 29 c. To consult with the Director regarding the best use of the available resources for school
30 policing; and
 - 31 d. To resolve disputes between the SROs and students or faculty members.
32
 - 33 6. The memorandum may be effective for any length of time, including continuing until
34 terminated by the parties, and may contain any reasonable notice requirement for the
35 termination of the memorandum. However, the memorandum shall contain a provision
36 allowing the Director to suspend the active participation of the SROs in the event that the
37 Director certifies that the health, safety or wellbeing of the students or faculty members require
38 the immediate suspension.

39 **CYBERSECURITY⁴**

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

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. TCA 49-6-805(9)
5. TCA 49-6-817
6. Public Acts of 2024, Chapter No. 882

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Security

Security in each school is a priority. Building administrators are the front line responders for building security. Central Office personnel are available to assist in any way needed.

Simple security measures to follow should be:

- Keep classroom doors locked and closed at ALL times.
- Entrance doors should be locked at all times.
- All visitors shall check-in at the front office. Visitors' driver's licenses will be scanned in order to enter the school building.
- All visitors will be issued a visitor pass to make faculty and staff aware they have entered the school using appropriate methods.
- Faculty and staff should make contact with anyone they do not recognize.
- Faculty should know where their students are at all times.

Each school shall maintain security protocols for entrance to the building. Front entrance doors will be locked at all times. Activities outside of school hours should have procedures in place to monitor the behavior and appropriateness of everyone on school grounds. Outside school hour activities, all doors are to remain locked. If there is a need to have a door unlocked during the activity, a school employee must be stationed by the door at all times.

When student activities take place off school grounds each school should be certain that the proper number of chaperones are in attendance and that students are given directions on procedures to follow in case of an emergency or accident. Discretion should be used when chaperones are used who are not employed by the school system.

Each school bus in the school system is equipped with cameras and GPS monitoring.

In the event of an emergency our Hickman County 911 Operations center has immediate access to call out any needed emergency services.

Additional Information:

Centerville Police Department: (931) 729-5146

Hickman County Sheriff's Department: (931) 729-2491

Hickman County School System

Notification By Principals to Law Enforcement

3.205.3

1 A principal shall immediately notify law enforcement officials and the Director of Schools if the
2 following situations occur on school property:

- 3 1. Illegal entry;
- 4
- 5 2. Assault and battery resulting in serious personal injury or involving the use of a weapon;
- 6
- 7 3. Building damage;
- 8
- 9 4. Theft;
- 10
- 11 5. Vandalism endangering life health, or safety; or
- 12
- 13 6. Valid threats of mass violence on school property or at a school-related activity.

Hickman County Board of Education			
	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 05/06/24
		Rescinds: 3.400	Issued: 04/04/22

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.⁶

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The director of schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁷

18 Annually, the Board shall require each school bus driver to have a physical and mental examination.
19 The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or
20 morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus
21 driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated
22 vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or
23 analogue.⁸

24 **TRANSPORTATION SUPERVISOR³**

25 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
26 responsible for the monitoring and oversight of transportation services for the district.

27 The transportation supervisor shall complete a student transportation management training program
28 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
29 hours of training annually.

1 The director of schools shall ensure that training is completed and provide the state department of
2 education with appropriate documentation.

3 **COMPLAINT PROCESS⁴**

4 The following procedure will govern how students, teachers, staff, and community members shall
5 submit bus safety complaints:

6 1. All complaints shall be submitted to the transportation supervisor; and
7

8 2. Forms may be submitted in person, via phone, mail, or email.

9 a. Written complaints shall be submitted on forms located on the district's website. In the
10 case of a complaint received via phone, the person receiving the phone call shall be
11 responsible for filling out the form and submitting it to the transportation supervisor.

12 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-
13 four (24) hours of receipt.

14 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall
15 submit a preliminary report to the director of schools. This report shall include:

16 1. The time and date the complaint was received;
17

18 2. The name of the bus driver;
19

20 3. A copy or summary of the complaint; and
21

22 4. Any prior complaints or disciplinary actions taken against the driver.

23 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall
24 submit a final written report to the director of schools that details the investigation's findings as well as
25 the action taken in response to the complaint.

26 An annual notice of this complaint process shall be provided to parents and students. This information
27 shall be made available in the student handbook.

28 **RECORDKEEPING⁵**

29 The transportation supervisor shall be responsible for the collection and maintenance of the following
30 records:

31 1. Bus maintenance and inspections forms;
32

33 2. Bus driver credentials, including required background checks, health records, and performance
34 reviews;
35

36 3. Driver training records; and
37

1 4. Complaints received and any records related to the investigation and complaints.
2

3 **SCHOOL BUS SAFETY RESTRAINT SYSTEMS**

4 The Hickman County Board of Education operates some school buses with three-point lap/shoulder
5 seat restraint systems (and integrated child restraint systems).

6 Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this
7 safety technology.

8 **SEAT RESTRAINT NON-COMPLIANCE**

9 Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students
10 removing their seat restraint during the route or refusing to wear their seat restraint will be issued a
11 written discipline referral. The local school authority will discipline the student in a manner consistent
12 with other safety-related behavioral infractions.

13 **SEAT RESTRAINT TRAINING**

14 The transportation supervisor will conduct annual training for all school bus drivers on the
15 implementation and use of seat restraints.

16 School bus drivers will train students on the proper implementation and use of seat restraints annually
17 at the start of each school year to ensure each passenger is familiar with the operation of seat restraints.
18 The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened
19 at all times during their ride.

20 All students will receive additional instruction on the proper use of seat restraints at least two (2)
21 additional times per year.

22 Bus drivers will instruct students to put on their seat restraints at three time periods:

- 23 1. Morning: When students board the bus, the driver will inform student to buckle up.
- 24 2. On Route: If a student takes their restraint off (visibly) while riding.
- 25 3. Afternoon: The driver will walk from the front to the back of the bus one time prior to
26 departure.
27
28

29 Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints
30 while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint
31 and/or referring the student for discipline if the student refuses to be compliant with seat restraint
32 utilization.

33 **SEAT RESTRAINT MALFUNCTION**

- 1 If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and,
2 if necessary, cut the belt to relieve the restraint and safely remove the passenger.

3 **SCHOOL BUS IDLING POLICY**

4 This policy applies to the operation of every district-owned and/or contracted school bus.

5 **Rationale:** Exhaust from idling school buses can accumulate in and around the bus and pose a health
6 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and
7 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste
8 fuel and financial resources.

9 **Purpose:** Eliminate unnecessary idling by Hickman County Board of Education school buses
10 (including activity buses) and minimize idling time in all aspects of school bus operation.

11 **Guidance:**

- 12 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading
13 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as
14 possible to eliminate idling time and reduce harmful emissions. The school bus should not be
15 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions
16 include conditions that would compromise passenger safety, such as extreme weather, idling in
17 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
18
- 19 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer
20 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip
21 inspection and idling necessary to defrost windows and mirrors for safe operation of the school
22 bus.
23
- 24 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or
25 other events where students are transported off school grounds.
26
- 27 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can
28 wait if they have shut down their bus.
29
- 30 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and
31 occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick-up
32 time as possible to maintain warmth and then shut down if there is a wait time of more than
33 fifteen (15) minutes.
34
- 35 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the
36 policy's requirements. As a part of the onboarding and/or new hire process, all new drivers
37 shall receive a copy of this policy and be trained regarding the policy's requirements.
38
- 39 7. Excessive idling by the driver may result in disciplinary action.

1 General Exemptions: The actions outlined in the guidance section above need not apply for the
2 period(s) during which idling is necessary:

3 1. While stopped:

- 4 a. For an official traffic control device;
5 b. For an official traffic control signal;
6 c. For traffic conditions over which the driver has no control, including, but not limited to,
7 stopped in a line of traffic; or
8 d. At the direction of a law enforcement officer;

9 2. To ascertain that the school bus is in safe operating condition and equipped as required by all
10 provisions of law, and all equipment is in good working order, either as part of the driver's
11 daily vehicle inspection, or as otherwise needed;

12 3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;

13 4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to
14 exceed 5 minutes (as per the recommendation of the manufacturer);

15 5. To operate:

- 16 a. A lift or other piece of equipment designed to ensure safe loading, unloading, or
17 transport of persons with one or more disabilities; or
18 b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more
19 children with exceptional medical needs aboard whose IEP requires such;

20 6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or
21 health of the driver or passengers;

22 7. To recharge a battery or other energy storage unit of a hybrid electric bus.

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28
29 Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful
30 exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit
31 harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance
32 that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired
33 heaters).

1. [TCA 49-6-2109; TRR/MS 0520-01-05](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [TCA 49-6-2116\(a\)-\(c\)](#)
4. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
5. [TCA 49-6-2116\(d\)\(5\)](#)
6. [Public Acts of 2024, Chapter No. 548](#)
7. [TCA 49-6-2107](#)
8. [TCA 49-6-2109 \(c\) \(1\); Public Acts of Chapter No. 122](#)

Bus Safety and Conduct 6.308
Homeless Students 6.503

Hickman County Board of Education

Descriptor Term:

Basic Program and Class Size Ratios

Descriptor Code:

4.201

Issued Date:

06/03/24

Rescinds:

4.201

Issued:

05/02/22

1 The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in
2 its educational programs or activities.

3 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
4 exceed the maximum allowed by state law.¹

5 **WAIVERS**

6 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
7 the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these
8 class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the
9 class size may be extended, but the class size and average must not exceed those for general education
10 classes in grades seven through twelve (7-12).²

11 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
12 may grant a waiver from the maximum class sizes.

13 The Director of Schools shall apply for additional waivers as needed in compliance with state law.

14 Curriculum material utilized shall reflect the cultural and racial diversity present in the United States
15 and the variety of careers, roles and life-styles open to women as well as men in our society. One of the
16 objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias
17 on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and
18 appreciation of the cultural diversity found in our country and an awareness of the rights, duties and
19 responsibilities of each individual as a member of a pluralistic society.

20 The course of study in the schools shall include those subjects required by the Legislature and
21 Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English,
22 geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free
23 enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and
24 smoking of cigarettes and their effect upon the human system; history of Tennessee and its
25 Constitution; history of the United States and its Constitution; displaying of the American flag;
26 highway safety; and defensive driving.

27 The Board reserves the right to add additional courses and to amend the content of prescribed courses
28 as experience and the process of curriculum development indicate the desirability of such change.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-.31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

Hickman County Board of Education

Descriptor Term: Family Life Education	Descriptor Code: 4.2013	Issued Date: 06/03/24
	Rescinds: 4.2013	Issued: 05/02/22

1 A family life education program shall be implemented within the school district in compliance with
2 state law.¹

3 The Board shall annually evaluate the program and shall conduct public hearings and parental
4 conferences at least once (1) each September as part of the evaluation.

5 A parent who chooses not to have a student participate in the family life education program shall
6 submit such request in writing to the director of schools. A student who is excused from family life
7 instruction shall be assigned alternative activities and shall not be penalized academically.

8 Prior to implementing the family life education curriculum, the Board shall conduct at least one (1)
9 public hearing at which the plan will be explained and parents and community members shall be given
10 the opportunity to express their opinions.

11 FAMILY LIFE INSTRUCTION

12 The curriculum for the family life education program shall, in a manner that is age-appropriate and
13 factually and medically accurate, include the following:²

14 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;

15 2. Encourage sexual health by helping students understand how the whole person is affected by sexual
16 activity as well as other risk behaviors;

17 3. Provide information about human reproduction, including conception, birth, and prenatal care, as
18 well as the process of adoption and its benefits;

19 4. Provide information on the family unit and the responsibilities and consequences related to sexual
20 activity, including the challenges of single teen parenting;

21 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
22 activity;

23 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual abuse,
24 including such abuse that may occur in the home, human trafficking in which a victim is the child, and
25 internet crimes against children;

1 7. Provide instruction on the prevention of dating violence;

2 8. Encourage communication between parent(s)/guardian(s) and students;

3 9. Address the legal aspects of sexual activity with emphasis on the rights of the student; and

4 10. Include the presentation of a high-quality, computer-generated animation or high-definition
5 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart, and
6 other vital organs in early fetal development per state academic standards.³

7 Instruction in topics related to sexual activity are not age-appropriate for students in grades
8 kindergarten through five (K-5) and shall not be taught as part of the family life curriculum. This does
9 not prohibit instruction on detection, intervention, prevention, and treatment of child sexual abuse and
10 human trafficking of children.⁴

11 The goals of instruction for the family life education program shall be to:²

- 12 1. Provide accurate information about human reproduction, including conception, birth, and
13 prenatal care, with specific emphasis on the family unit and the responsibilities and
14 consequences relating to sexual activity;
- 15 2. Adapt this information to the age and grade level of students;
- 16 3. Promote, encourage and increase communication between parents and students;
- 17 4. Increase decision-making skills;
- 18 5. Offer information that will help students act responsibly;
- 19 6. Enhance and develop the student's self-esteem; and
- 20 7. Provide instruction on the prevention of dating violence.

21 Within these goals and at appropriate age and grade levels, the information presented will include:²

- 22 1. Anatomy, physiology, and psychology of adolescence and sexual growth;
- 23 2. Marriage and responsibilities of family life;
- 24 3. Responsibilities of parents and child care;
- 25 4. Legal aspects of sexual conduct;
- 26 5. Self-respect, self-control, and individual differences among people;
- 27 6. Community resources;
- 28 7. Pregnancy and childbirth; and
- 29 8. Instruction on education, intervention, prevention, and treatment of: (A) child sexual abuse,
30 including such abuse that may occur in the home, in accordance with the declarations and
31 requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the
32 victim is a child.³

33 Instruction on family life education shall emphasize that abstinence from sexual relations is the only
34 method of protection that is 100% effective.

The family life education program shall be reviewed annually to ensure that the prohibited items of instruction, as provided for in state law,⁵ are not included in the curriculum.

3 TRAINING ON INSTRUCTION

4 Personnel involved in instruction regarding human sexuality will conduct such instruction with
5 maturity and discretion. Personnel providing family life instruction shall receive in-service training
6 prior to presenting such instruction.

7 REPORTING²

8 At the beginning of each school year, the Director of Schools shall provide the contact information to
9 the Department of Children's Services of each employee or trained professional providing instruction
10 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The
11 Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Hickman County School System

Internet Crimes Against Children

4.2013.1

1 Among other items, the curriculum for the family life education program shall, in a manner that is age-
2 appropriate and factually and medically accurate, provide instruction on internet crimes against
3 children. These crimes include the following offenses:

- 4 1. Solicitation of a minor, as defined in TCA 39-13-528;
- 5
- 6 2. Soliciting sexual exploitation of a minor, as defined in TCA 39-13-529(a);
- 7
- 8 3. Exploitation of a minor by electronic means, as defined in TCA 39-13-529(b);
- 9
- 10 4. Sexual exploitation of a minor, as defined in TCA 39-17-1003;
- 11
- 12 5. Aggravated sexual exploitation of a minor, as defined in TCA 39-17-1004; and
- 13
6. Especially aggravated sexual exploitation of a minor, as defined in TCA 39-17-1005.

Family Life Education

In accordance with Board Policy 4.2013, the board of education will conduct public hearings and parental conferences at least once as part of the family life program. The hearings and conferences will be scheduled and conducted by supervisors over Coordinated School Health and Guidance services each year. This hearing will consist of the following:

- 1) Explanation of the family life plan for parents and community members
- 2) Opportunities for parents and community members to express their opinions

The program will follow the guidelines of Board Policy 4.2013 and will provide training for personnel involved in providing instruction within the family life program.

Hickman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work. The
5 Director of Schools shall develop a procedure for staff to submit additional programs for approval.

6 A District level team made up of technology and instructional staff is tasked with overseeing the
7 implementation of AI programs. These staff members will review artificial intelligence programs to
8 ensure compliance with district policies as well as state and federal student data privacy laws and
9 present recommendations to the Director of Schools for approval. Any approved programs shall be
10 accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Director of Schools shall incorporate training programs on AI into professional development for
14 district staff. This training shall focus on responsible use of AI and best practices for use in school
15 settings and include instruction regarding personally identifiable information and the need to comply
16 with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and
17 properly storing any data that is collected by the district in compliance with state and federal law.

18 **STAFF USE**

19 Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting
20 communications, notes, images, and the development of content for instructional or administrative
21 purposes, as well as analyzing data and information. The following requirements shall be adhered to
22 when using AI in the completion of work:

- 23 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
- 24 a. Violate the terms of the use of the AI tool;
 - 25 b. Would mislead a supervisor or others as to the nature of the work; or
 - 26 c. Would be inconsistent with the teacher code of ethic;²
- 27
28

- 1 2. Employees shall take all reasonable precautions to ensure the security of private student data
2 when utilizing AI programs;
- 3
- 4 3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in
5 order to reduce the risk of errors and inaccuracies;
- 6
- 7 4. Outputs shall not be incorporated into proprietary content or works; and
- 8
- 9 5. Adhere to the policies on the employee AUP
- 10

11 **STUDENT USE**

12 Teachers may allow students to use approved AI programs for instructional purposes. Any such use
13 shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall
14 ensure students are provided with appropriate instruction on the responsible use of AI.

15 **ACADEMIC INTEGRITY**

16 Students shall be instructed on responsible use standards including but not limited to the following:

- 17 1. Effective use of generative AI;
- 18
- 19 2. When it is appropriate to use AI in assignments;
- 20
- 21 3. How to determine whether AI responses are accurate;
- 22
- 23 4. Users assume responsibility for incorporating AI content responsibly; and
- 24
- 25 5. The difference between cheating and seeking support.

26 **NOTICE TO PARENTS**

27 The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in
28 the district. An approved list of AI programs will be provided by posting them on the District website.

29 **REPORTING**

30 The Director of Schools shall submit a report to the Board of Education each June on how this policy
31 will be enforced in the upcoming school year. The Board shall approve the report and the Director
32 shall submit it to the Department of Education by July 1st.

Legal References

1. [Public Acts of 2024, Chapter No. 550](#)
2. [TCA 49-5-1001](#)

Cross References

Use of the Internet 4.406

Hickman County School System

Approval of Additional Artificial Intelligence Programs

4.214.1

1 Only approved artificial intelligence (AI) programs may be utilized in student instruction or in
2 completing student work. Artificial intelligence is a machine-based system that can, for a given set of
3 human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual
4 environments and that is capable of using machine and human-based inputs to perceive real and virtual
5 environments, abstract such perceptions into models through analysis in an automated manner, and use
6 model inference to formulate options for information or action.

7 Staff who wish to utilize additional AI programs that aren't currently on the approved list shall submit
8 to **the district level team** for approval the following information:

9 1. Name of the program; and

10

11 2. Why the program would be beneficial to students

12 Academic Technology specialist shall maintain a list of the approved AI programs that students
13 and staff can utilize.

Hickman County Board of Education

Descriptor Term:

Interscholastic Athletics

Descriptor Code:
4.301

Issued Date:
06/05/22

Rescinds:
4.301

Issued:
08/02/21

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person or otherwise be discriminated against in any athletic program of
3 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
4 shall only be allowed to participate in athletic activities or events that align with the student's sex
5 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
6 parent/guardian to provide the student's original birth certificate prior to participation in any
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the
8 student's sex at the time of birth, the parent/guardian shall provide medical documentation showing
9 evidence of the student's sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
11 principal's responsibility. Principals shall ensure that school regulations regarding participation in a
12 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or
13 his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is
14 approved by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and
16 control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow
17 in order to ensure the health and safety of athletes.⁴

18 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete
19 must provide proof of independently secured catastrophic coverage and liability coverage, with the
20 school system as a named insured, of not less than the limits set forth in TCA § 29-20-403.⁵ It shall be
21 the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all
22 students participating in interscholastic athletics.

23 Prior to participation in interscholastic athletics, every student must complete an annual physical
24 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the
25 examination, and these records shall be on file in the principal's office. It shall be the responsibility of
26 the parent(s) or guardian to provide health and hospitalization insurance for all students participating in
27 interscholastic athletics.

28 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
29 group of students for the purpose of attending the practice of any interscholastic sport during the
30 school day without written permission from the Board.⁷ This does not prevent the inclusion of regular
31 physical training lessons in the daily school program.

32 Students shall not be required to attend a school athletic event, or event related to participation on a
school athletic team, if the event is on an official school holiday, observed day of worship, or religious

1 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school
2 days prior to the event.⁸

3 SEVERE WEATHER⁴

4 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
5 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
6 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
7 discussed with all players, coaches, and officials, if applicable.

8 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
9 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
10 receive training on activity modifications based on environmental conditions.

11 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
12 tolerate hazing activities.⁹

13 HOME SCHOOL STUDENT PARTICIPATION¹⁰

14 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
15 guidelines. If a school is not a member with these organizations, home school students that are zoned
16 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
17 students.

Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS 0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. Public Acts of 2024, Chapter No. 639

Cross References

- Special Use of School Vehicles 3.402
- Student Insurance Program 3.601
- Extracurricular Activities 4.300
- Attendance 6.200

Interscholastic Activities

General Provisions:

1. The Principal shall be responsible for the administration and control of the interscholastic athletic program within the school.
2. The Principal or his designee is required to accompany an athletic team on its trips, and all trip requests shall be made according to the procedures established the administration of the Hickman County Schools.
3. Coaches shall follow Hickman County Schools chain of command procedure for any request related to athletics. Coaches must obtain a purchase order prior to committing the district or any school to purchasing any products or service.
4. School athletics are to be coached only by personnel employed/approved by Hickman County Schools. Such coaches are to be compensated only from Board funds, according to the current salary schedule. Coaches shall not receive pay other than from Hickman County Schools for any athletic-related services provided to any student who is or may be participating in that coach's sport except that coaches may participate in school authorized clinics, camps, etc.
5. Any student, except as outlined below, shall be eligible to try out for any athletic team. Academic and citizenship requirements for being a member of an athletic team shall be carefully considered and developed to promote the welfare of the individual student. Only students in grades 6-12 shall engage in interscholastic activities.
6. Recruiting of students is forbidden in any fashion.
7. Students must have a current athletic physical on file, based on TSSAA standards, before being allowed to participate in any extracurricular activity involving athletics in the Hickman County school system. These activities include but are not limited to weight training outside of the instructional day, conditioning, open facilities, tryouts, practices, and athletic contests.
8. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunity shall be provided for members of both sexes.
9. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities as part of the athletic program.

High School Interscholastic Athletics

1. The by-laws of the Tennessee Secondary School Athletic Association shall be adopted as a part of the regulation for the operation and control of athletics in the secondary schools in Hickman County.
2. To be eligible to participate in interscholastic athletic activities during any semester, the high school student shall at least meet current TSSAA standards.

[Athletic Director Manual](#)

Hickman County School System

Athletics Emergency Action Plan

4.301.6

1 The athletics emergency action plan (AEAP) shall be established, reviewed, and annually rehearsed for
2 responding to serious or life-threatening injuries sustained by students participating in school youth
3 athletic activities.

4 **Coordinated School Health coordinator** shall work with the Board and local emergency medical
5 services personnel to establish, in writing, the AEAP. The following factors shall be incorporated:

- 6 1. Nationally recognized standards;
7
- 8 2. Address or venue of each school youth athletic activity for the school year;
9
- 10 3. District employees in each school who are responsible for carrying out the AEAP, including
11 their assigned responsibilities and the designated chain of command;
12
- 13 4. Healthcare professionals who may provide medical care during school youth athletic activities;
14
- 15 5. Equipment and supplies that may be needed to respond to a medical emergency at a school
16 youth athletic activity, including the location of each item;
17
- 18 6. Description of the proper procedures to be followed after a serious or life-threatening injury
19 occurs (e.g., responding to the injured individual, summoning emergency medical care,
20 assisting emergency responders, documenting the actions taken during the emergency); and
21
- 22 7. Contact information for emergency medical services and directions to assist emergency
23 personnel in accessing the location of a school youth athletic activity.

24 The AEAP shall be distributed to all athletics district employees as well as to the employees in each
25 school who are responsible for carrying out the AEAP and any healthcare professionals who may
26 provide medical care during school youth athletic activities.

Hickman County Board of Education

Descriptor Tenn: Library Materials	Descriptor Code: 4.403	Issued Date: 08/07/23
	Rescinds: 4.403	Issued: 01/09/23

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 He/she shall post the list of library materials
4 online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the
5 purchase of new materials, librarians shall review the age and maturity level along with the reading
6 level of the selected items for suitability.¹ A list of new materials shall be reviewed by the school
7 administration.

8 **STANDARDS²**

9 The library collection shall adhere to the following criteria:

- 10 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 11 12 2. Materials shall be appropriate for the age and maturity levels of the students who may access
13 them. The determining factor will be based on an assessment of any mature themes or content
14 (i.e., violence, sexual content, vulgar language, substance abuse);
- 15 16 3. Materials shall contain literary, historical, and/or artistic value and merit; and
- 17 18 4. The collection as a whole shall offer a variety of viewpoints.

19 Any materials that meet the following criteria shall be removed and excluded from the district's library
20 collection:

21 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
22 violence, or sadomasochistic abuse as defined in state law³;

23 2. Are patently offensive as defined in state law; or

24 3. Appeal to the prurient interest as defined in state law.

25 The Board shall be notified when any library materials are challenged or removed pursuant to this
26 policy.

27 Grade level supervisors shall be responsible for periodically reviewing the district's library collection
28 in line with these established standards. Any materials found to be out of alignment with the standards

1 shall be removed, and this action shall be documented in writing and presented to the Director of
2 Schools and the Board.

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

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

8 **COMPLAINTS⁴**

9 **Tier 1**

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

- 11 1. Inform the complainant of the selection procedures and make no commitments.
- 12
- 13 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 14
- 15 3. Inform the principal (and other appropriate personnel).
- 16
- 17 4. Keep challenged materials available for use during the reconsideration process.
- 18

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

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

- 26 1. Read, view, or listen to the contested material in its entirety;
- 27 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 28 3. Determine the extent to which the material supports the educational mission of the
29 school;
- 30 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging
31 the material for its strength and value; and
- 32 5. Present recommendation to principal for further action and to the Director of Schools
33 for purposes of information.

34 **Tier Two**

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

1 **Tier Three**

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

6 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
7 students who have access to them or is not suitable for, and consistent with, the educational mission of
8 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
3. Public Acts of 2024, Chapter No. 782
4. TCA 49-6-3803

Cross References

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

Library Services and Collection Policy

Library services are provided for each of the schools in the Hickman County School System and will follow the requirements established in the regulations of the Tennessee State Board of Education and Hickman County Board of Education Policy 4.403.

The maintenance of a school's library collection is the responsibility of the school's library media specialist, in cooperation with school administrators, teachers, and other staff.

Materials for each school library will adhere to the following criteria:

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

Each school will maintain an inventory of the school's library materials that are available for students. The inventory list will be available and posted on the school's website. Hickman County Schools has established procedures for the feedback and reconsideration of library materials for each school.

Hickman County Schools
Administrative Procedures for Complaints Regarding Library Materials Board Policy 4.403

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

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.
5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
6. The principal shall request review of the challenged materials by an ad hoc materials review committee within ten business days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.
7. The review committee shall take the following steps after receiving the challenged materials:
 - a. Read, view, or listen to the contested material in its entirety;
 - b. Check general acceptance of the material by reading recognized and evaluative reviews;
 - c. Determine the extent to which the material supports the educational mission of the school;
 - d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
 - e. Present recommendation to principal for further action and to the Director of Schools for purposes of information.
8. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Reconsideration of Library Materials Form

In accordance with Hickman County Board of Education Policy 4.403, Hickman County Schools provides an opportunity for library materials to be reviewed as to whether they should be a part of the school library collection. Library materials should meet the following requirements: 1) suitable and consistent with the mission of the school, 2) appropriate for the age and maturity levels of the students that will access them, 3) contain literary, historical, and/or artistic value or merit, and 4) offer a variety of viewpoints.

Completion of this form is the first step in the review procedures. If you wish to request reconsideration of library resources, please return the completed form to the school principal.

School Name _____

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

If representing an organization, name of organization _____

1. Resource on which you are commenting:
 Book (e-book) Movie Magazine Database Audio Recording
 Digital Resource Newspaper Streaming Media Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review? If not, what parts did you read (be specific, cite page numbers, chapters, scenes, sections, etc.)

4. What concerns you about the resource? Be specific, cite page numbers and quote exact passages; cite specific scenes and their location in the video.

5. If the work purports to be a work of nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.

6. Are you aware of judgments of this work by literary critics and/or subject specialists? What reviews have you researched? (Give specific citations)

7. What action are you requesting the committee consider?

Signature of Complainant

Printed Name

Date

Checklist for Reconsideration of Library Materials
Nonfiction

Title: _____

Author: _____

Purpose

1. What is the purpose of the material? _____

2. Is the purpose accomplished? _____

Authenticity

1. Is the author competent and qualified in the field? _____

2. What is the reputation and significance of the author and publisher/producer in the field? _____

3. Is the material up-to-date? _____

4. Are information sources well documented? _____

5. Are translations and retellings faithful to the original? _____

Appropriateness

1. Does the material promote the education goals and objectives of the school? _____

2. Is it appropriate to the level of instruction intended? _____

3. Are the illustrations appropriate to the subject and the age levels? _____

Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? _____

2. Does this material present information not otherwise available? _____

3. Does this material give a new dimension or direction to its subject? _____

Reviews

1. Source of review: _____

Favorable or unfavorable review? _____

2. Does this title appear in one or more reputable selection aides? _____

List the aides in which it appears. _____

Additional Comments: _____

Recommendation by Library Media Committee:

Date:

Committee Members' Signatures:

Checklist for Reconsideration of Library Materials
Fiction or Other Literary Forms

Title _____

Author _____

Purpose

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? For young adults?

If both are marked no, for what age group would you recommend?

3. Will the reading and/or viewing and/or listening to material result in a more compassionate understanding of human beings?

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?

5. Are any questionable elements of the story an integral part of a worthwhile theme or message?

Content

1. Does a story about modern times give a realistic picture of life as it is now?

2. Does the story avoid an oversimplified view of life, one which leaves the reader with a general feeling that life is sweet and rosy or ugly and meaningless?

3. When factual information is part of the story, is it presented accurately?

4. Is prejudicial appeal readily identifiable by the potential reader?

5. Are concepts presented appropriate to the ability and maturity of the potential reader?

6. Do characters speak in a language true to the time period and section of the country in which they live?

7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?

8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children?

For young adults?

9. If there is use of offensive language, is it appropriate to the purpose of the text for children?

For young adults?

10. Is the material free from derisive names and epithets that would offend minority groups?

Children?

Young adults?

11. Is the material well written or produced?

12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?

13. Does the material make a significant contribution to the history of literature or ideas?

14. Are the illustrations appropriate and in good taste?

Realistic in relation to the story?

Additional Comments: _____

Recommendation by Library Media Committee: _____

Date: _____

Committee Members' Signatures:

Hickman County Board of Education

Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/11/22
	Rescinds: 4.600	Issued: 05/04/20

1 The director of schools shall develop an administrative procedure to establish a system of grading and
2 assessment for evaluating and recording student progress and to measure student performance in
3 conjunction with Board-adopted content standards for grades K-8. The grading/assessment system
4 shall follow all applicable statutes and rules and regulations of the State Board of Education. The
5 grading/assessment system shall be uniform district-wide at comparable grade levels except that the
6 director of schools shall have the authority to establish and operate ungraded and/or unstructured
7 classes in grades K-3.¹

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

11 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)**¹

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

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

- 18 • A (90-100)
- 19 • B (80-89)
- 20 • C (70-79)
- 21 • D (60-69)
- 22 • F (0-59)

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

24 The following high school courses will have weighted grades:

- | | |
|---------------------------------|---------------------------------|
| 25 Honors English (Grades 9-12) | Trigonometry |
| 26 Honors Biology I and II | Honors Algebra II |
| 27 Honors Physical Science | Honors Geometry |
| 28 Honors Chemistry | Dual Enrollment College Courses |
| 29 Honors Physics | Honors American History |
| 30 Honors Anatomy | Honors Algebra I |

1 ~~Biology II~~

Calculus

2 SDC SAILS Statistics

*Dual Enrollment TCAT

3 SDC Pre-Calculus

*Taught with college curriculum standards are eligible for rigor points

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

- 6 • Honors Courses – three (3) percentage points;
- 7
- 8 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and ~~Dual~~
9 ~~Enrollment Courses~~ – four (4) percentage points; and
- 10
- 11 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
12 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

13 Student Absent for State Mandated Exams:

- 14 1. If a student taking high school assessed subjects is absent, the student will receive a zero or
15 incomplete. If the student is allowed to make up the exam, he or she will do so during the
16 next scheduled administration. A locally-created exam cannot be administered in lieu of a
17 state exam.
- 18 2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered
19 a defined part(s) of any content area or all of the content areas, the student must take an
20 alternate exam approved by the Chief Academic Officer to substitute for the corresponding
21 content not tested.

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

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

28 Conduct shall be marked as follows:

29 E Excellent
30 S Satisfactory
31 U Unsatisfactory

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

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

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

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

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

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

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³

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

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

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

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

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080 TCA 49-6-407
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
4. TCA 49-4-932(f)

Cross References

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

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

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

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

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

The following high school courses will have weighted grades:

Honors English (Grades 9-12) Trigonometry

Honors Biology I Honors Algebra II

Honors Physical Science Honors Geometry

Honors Chemistry Dual Enrollment College Courses

Honors Physics Honors American History

Anatomy Honors Algebra I

Biology II Calculus

Pre-Calculus

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

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

Student Absent for State Mandated Exams:

1. If a student taking high school assessed subjects is absent, the student will receive a zero or incomplete. If the student is allowed to make up the exam, he or she will do so during the next scheduled administration. A locally-created exam cannot be administered in lieu of a state exam.
2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered a defined part(s) of any content area or all of the content areas, the student must take an alternate exam approved by the Chief Academic Officer to substitute for the corresponding content not tested.

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

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

Conduct shall be marked as follows:

- E Excellent
- S Satisfactory
- U Unsatisfactory

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

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

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

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

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

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

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

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

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

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

LOTTERY SCHOLARSHIP DAY

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

Hickman County Board of Education

Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 12/04/23
	Rescinds: 4.603	Issued: 11/07/22

1 PROMOTION¹

2 The director of schools/designee shall promote students to the next grade level based on the successful
3 completion of required academic work and on the satisfactory progress in each of the relevant
4 academic areas. However, no student enrolled in the third grade shall be promoted unless the student
5 has shown a basic understanding of curriculum and the ability to perform the skills required in the
6 subject of reading as demonstrated by the student's grades or standardized test results. This
7 requirement shall not apply to students who are participating in a board-approved, research-based
8 intervention prior to the beginning of the next school year or to students who have an individualized
9 education program (IEP).²

10 Students who have difficulty in achieving the requirements for promotion may be considered for
11 retention. Schools shall identify these students by February 1st. Factors used to identify students for
12 retention shall include:¹

- 13 1. The student's ability to perform at the current grade level;
- 14 2. The results of local assessments, if applicable;
- 15 3. State assessments, as applicable;
- 16 4. Home Literacy Reports;³
- 17 5. The overall academic achievement of the student;
- 18 6. The student's chance for success with more difficult material if promoted to the next grade;
- 19 7. Attendance; and
- 20 8. Social and emotional maturity.

21 Students may be identified for retention after the February 1st deadline if the delay in identifying a
22 student is due to:⁴

- 23 1. Date of enrollment;

24

- 1 2. Additional information acquired after results of local assessment, screening, or monitoring are
2 released; or
- 3
- 4 3. Decisions made by a student's IEP team or extenuating medical or psychological information
5 on a case by case basis.

6 **VOLUNTARY RETENTION**

7 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain
8 his/her student in the current grade level if:

- 9 1. The student has a documented academic or behavioral delay; and
- 10 2. The parent/guardian believes that retention may benefit the student.⁵

11 **PROMOTION PLANS⁵**

12 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
13 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
14 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
15 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
16 counselor, or other appropriate school personnel.

17 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
18 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
19 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
20 will include additional requirements for promoting students in these grades. A copy of the plan will be
21 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
22 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
23 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
24 promotion plan.

25 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
26 promoted to the next grade level unless retention is required per additional requirements for students in
27 third and fourth grade.⁶

28 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
29 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
30 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
31 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
32 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
33 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
34 year.⁷

35 **RETENTION⁶**

36 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP
37 team, such retention is in the best interest of the student or when retention is required per additional

1 requirements for students in third and fourth grade. However, a student shall not be retained more than
 2 once in any grade.

3 *Decision of Retention*⁸

4 If a student is retained, the director of schools/designee shall develop an individualized academic
 5 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
 6 the plan shall be provided to the student's parent/guardian within ten (10) days of its development.
 7 This plan shall include at least one of the following strategies:

- 8 1. Adjustment to the current instructional strategies or materials;
- 9
- 10 2. Additional instructional time;
- 11
- 12 3. Individual tutoring outside of school hours;
- 13
- 14 4. Modification to the student's classroom assignment to ensure the student receives
 15 instruction from a highly effective teacher; or
- 16
- 17 5. Attendance or truancy interventions.

18 The director of schools shall develop procedures to ensure proper monitoring of students who are
 19 retained and appropriate recordkeeping.

20 For the purpose of determining the effectiveness of retention toward improving student achievement,
 21 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
 22 least three (3) times during the school year in which the student is retained.

23 *Decision of Retention – Third Grade*⁹

24 Third grade students shall not be promoted to the next grade unless they are determined to be
 25 proficient (i.e., receive a performance level rating of "Met" or "Exceeded") in English language arts
 26 (ELA) based on the student's most recent TCAP test.

27 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 28 1. A student in third grade receiving a performance level rating of "approaching" on the ELA
 29 portion of the student's most recent TCAP test may be promoted if:
 - 30 a. The student is an English language learner and has received less than two (2) full years
 31 of ELA instruction;
 - 32 b. The student was previously retained in grades K-3;
 - 33 c. The student is retested before the next school year and scores proficient in ELA;

- 1 d. The student attends a learning loss bridge camp before the next school year, maintains a
 2 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
 3 test at the end of the camp; or
- 4 e. The student receives tutoring for the entirety of the next school year in accordance with
 5 state law.
- 6 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
 7 ELA standards by scoring within the fiftieth percentile on the most recently
 8 administered state-provided benchmark assessment and the district provides tutoring
 9 services to the student during the entire fourth grade school year and notifies the
 10 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
 11 programming.
- 12 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
 13 the student's most recent TCAP test may be promoted if:
- 14 a. The student is an English language learner and has received less than two (2) full years
 15 of ELA instruction;
- 16 b. The student was previously retained in grades K-3;
- 17 c. The student is retested before the next school year and scores proficient in ELA; or
- 18 d. The student attends a learning loss bridge camp before the next school year, maintains a
 19 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
 20 school year in accordance with state law.

21 *Decision of Retention – Fourth Grade⁹*

22 Students in the following categories shall show adequate growth in the following ways before being
 23 promoted to the fifth grade:

- 24 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
 25 next school year; and
- 26 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
 27 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
 28 fourth grade school year. in accordance with state law or because of attending a learning loss
 29 bridge camp must maintain a ninety percent (90%) attendance rate
- 30 3. A student receiving tutoring for the entirety of the next school year in accordance with state law
 31 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
 32 student may be promoted to fifth grade.

33 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate
 34 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 35 1. The student's principal shall convene a conference consisting of the following parties: the
 36 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

1
2 2. The conference shall review the student's fourth grade ELA performance to determine if the
3 student should be promoted to fifth grade.

4 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
5 following:

6 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
7 the student's fifth-grade year; or

8 b. The student will be retained in fourth grade. A student shall not be retained more than
9 once in fourth grade.

10 A student shall not be retained more than once in fourth grade.

11 *Decision of Retention – Students with Disabilities*¹⁰

12 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
13 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
14 TCAP was due to the student's disability. The school district shall not retain a student with a disability
15 or a suspected disability that impacts their ability to read.

16 **APPEALS**^{7,11}

17 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
18 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
19 made to the assistant principal or principal of the school within (5) business days. The student and
20 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall
21 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing
22 within (5) business days to determine if the student will be promoted and issue such decision within (5)
23 business days. Upon notification of the committee decision, the principal shall send written notification
24 to the Director of Schools/designee and the parent(s)/guardian(s).

25 For students where retention is required per the additional requirements for students in third and fourth
26 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
27 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6) Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7) Public Acts of 2024, Chapter No. 989
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Promotion and Retention

1. Parents and students are to be made aware of the retention policy at the beginning of the school year.
2. Close contact should be maintained between the school and parents throughout the school year. Interim progress reports should be sent home midway between each nine weeks. Personal contacts and requests for conferences should be scheduled and documented when warranted.
3. Parents should be contacted by February to be made aware of the risk for retention.
4. Within the last nine weeks, the principal shall arrange a conference with each teacher regarding retention recommendations. Teachers shall bring all appropriate data to support recommendations. A thorough analysis shall be made on each student considering and weighing all factors. At this time, principals will review and approve the decision regarding retention.
5. No later than two weeks prior to the end of school, a letter should be mailed to the parents of students being retained; informing them of the teacher's intent. Parents should be invited to a conference so they may have a full explanation and justification of the retention. This conference should be positive oriented, permitting parent reaction. Letters are to be sent through and signed by the principal.
6. Copies of retention letters should be maintained in the student's permanent record. Teachers should be aware that parents may appeal a retention. The proper chain of command starts with the principal, then the supervisor, next the director of schools, and last the board of education.
7. An appropriate instructional program should be developed for students who are retained. Alternate staff, materials, and instructional strategies should be used when possible and warranted.
8. At the end of each year, the principal will submit to the director a list of students who have been retained, grade level, and reasons for retention. Progress of these students will be monitored by the instructional staff for at least 3 yrs.
9. The following retention criteria should be considered:
 - a. More than two F's (final grade) in the major subjects.
 - b. Excessive absenteeism
 - c. Previous retentions
 - d. Age and maturity
 - e. Socialization
 - f. Psychological effect of retention on student
 - g. Teacher judgment as to benefit of retention

Hickman County Board of Education

Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 08/07/23
	Rescinds: 5.307	Issued: 12/05/22

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 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or
4 his/her physician determines the teacher is permanently unable to return to work. If the teacher
5 receives workers' compensation or other similar benefits, the Board shall pay the difference between
6 that amount and the teacher's full salary.¹

7 Employees shall be notified of their right to report a physical assault to the appropriate law
8 enforcement agency.¹

9 An employee who is absent from assigned duties as a result of personal injury caused by physical
10 assault or other violent criminal acts committed in the course of the employee's employment duties
11 shall receive his/her full salary and full benefits until the employee is released by his/her physician to
12 return to work or his/her physician determines the employee is permanently unable to return to work.
13 Hourly employees shall receive an amount representing the average number of hours the employee
14 works for the district per pay period along with their full benefits, if available, until the employee is
15 released by his/her physician to return to work or his/her physician determines the employee is
16 permanently unable to return to work. An hourly employee is not eligible to receive the continued pay
17 and benefits if he/she has been employed by the district for less than one (1) full pay period.²

18 If the employee receives workers' compensation or other similar benefits, the Board shall pay the
19 difference between that amount and the employee's full salary or average pay, as applicable.² The
20 district shall pay the full salary or average salary, or the difference between the employee's full salary
21 or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one
22 (1) year

23 PHYSICIAN STATEMENT

24 A signed statement listing the cause of the absence shall be provided by the employee on forms
25 furnished by the director of schools and shall promptly be given to the immediate supervisor in support
26 of all claims. A certificate from the physician on forms furnished by the director of schools may also
27 be required to verify the extent of the injury.²
28

Legal References

1. Public Acts of 2024, Chapter No. 915
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:

Substitute Teachers

Descriptor Code:
5.701

Issued Date:
02/06/23

Rescinds:
5.701

Issued:
08/01/22

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

7 APPLICATION/QUALIFICATIONS

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

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

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

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

15 COMPENSATION

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

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

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be
24 taught.⁶ When substituting for a teacher without sick leave, the substitute shall be certified and paid
25 according to the state salary schedule.¹

1 EMERGENCY NEEDS

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

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

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

12 TRAINING AND ORIENTATION

13 The director of schools shall be responsible for ensuring that there are appropriate training and
14 development programs for substitute teachers that includes the annual school safety training required
15 by state law.

16 RESPONSIBILITIES

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

19 RE-EMPLOYMENT/TERMINATION

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

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

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

Each year substitute applicants must attend a substitute workshop before working. Applicants must also watch a required two hour online suicide training. First time applicants or any applicant who has not subbed in the last year (12 months) must submit to a required background check.

Each principal/assistant principal shall inform staff members of procedures to follow in the event a substitute teacher is needed.

Each substitute teacher must sign in at the front office and obtain an ID badge and room key for the day. Once the duties are complete the substitute must return the ID badge and room key and sign out on the same form.

In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher shall make available:

1. Daily schedule (academic and supervisory);
2. Class rolls with seating charts; and
3. Lesson plans and other information for the day's activities. In case of an emergency when plans are not provided, the principal shall provide the substitute with directions for the day and a grade or subject level teacher to reference for assistance.
4. An emergency procedure card should be left for the substitute teacher as well a fire evacuation route posted by the door.

The principal/designee will provide pertinent information about the school to substitute teachers. This information shall contain but shall not be limited to:

- a. Attendance procedures;
- b. Lunchroom schedule and procedures;
- c. Procedures for supervising student behavior;
- d. Names and assignments of regular staff members;
- e. Emergency evacuation procedures and Annual School Safety Training;
- f. Other helpful information particular to the local school

All secretaries, clerks, and educational assistants are approved substitute teachers in the case of an emergency when a substitute teacher is unavailable. They will be compensated at the rate of the substitute teacher or their regular rate, whichever is higher, but they cannot receive compensation for both positions at the same time.

Licensed teachers that volunteer to serve as substitute teachers in the case of an emergency when a substitute teacher is unavailable will be compensated at a rate of \$25.00 per class period of additional teaching duties. The teacher will utilize the lesson plans and activities of the teacher of record to provide instruction during the additional time as a substitute. Additional duties shall be recorded by the principal of the school and submitted for additional compensation to the Central Office monthly. Licensed teachers cannot be required to serve as a substitute teacher, but they can be asked if they would consider substituting in case of emergency.

Hickman County Board of Education

Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 02/06/23
	Rescinds: 5.802	Issued: 08/02/21

1 QUALIFICATIONS

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Three (3) years of successful experience in school administration
- 5 4. Such other qualifications as the board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the director of schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all facility management, and to the conduct of such other duties as may be
13 assigned by the board. The director of schools may delegate these duties together with appropriate
14 authority but may not delegate nor relinquish ultimate responsibility for results or any portion of
15 accountability.

16 ESSENTIAL FUNCTIONS

17 General Administrative

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those
19 board-established priorities.
- 20 2. Prepares and recommends short and long-range plans for board approval and implements those
21 plans when approved.
- 22 3. Prepares, in conjunction with the board chair, agenda recommendations relative to all matters
23 requiring board action, including all facts, information, options, and reports needed to assure
24 informed decisions. Provides advice and counsel to the board on matters before it.
- 25 4. Attends all regular and special meetings of the board and keeps a complete and accurate record
26 of the proceedings of all meetings of the board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the board. Anticipates potential problems.
28 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement board policy or for the items deemed
2 necessary for the efficient operation of the schools and disseminates these procedures to
3 appropriate staff.
- 4 7. Keeps the board informed regarding development in other districts or at state and national
5 levels that would be helpful to the district.
- 6 8. Ensures that all local, state, and federal standards for the health and safety of the students and
7 staff are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee
9 and the rules and regulations of the State Board of Education.¹

10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development
12 and implementation of sound business practices. Continually assesses business practices to
13 achieve efficiency.
- 14 2. Prepares, annually, a budget and submits it to the board for approval. Presents approved budget
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the board detailing all receipts and expenditures of the
17 public school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
19 district's financial and physical resources.

20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the board and shown on the system
22 organization chart. Lines of authority shall not restrict the practical working relationships of all
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
25 recommends to the board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such
29 action to the board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the board relating to personnel
33 matters to all and receives employees' communications to be made to the board.

- 1 7. Evaluates principals annually.
- 2
- 3 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
- 4 temporary teaching permit who have been suspended or dismissed, who have resigned,
- 5 following allegations of conduct, including sexual misconduct, which, if substantiated, would
- 6 warrant consideration for license suspension or revocation, or who have been convicted of a
- 7 felony. This report shall also be made if the licensed educator has pleaded guilty or nolo
- 8 contendere to, or has been convicted or otherwise found guilty of such an offense or equivalent
- 9 offense in another jurisdiction.² The report shall be submitted within thirty (30) days of the
- 10 suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

11 **Instructional Leadership**

- 12 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
- 13 educational program designed to meet the needs of the community and to carry out the policies
- 14 of the board. Ensures that a system of thorough and efficient education, as defined by state law,
- 15 is available to all students.
- 16 2. Recommends to the board for its adoption all courses of study, curriculum guides, and major
- 17 changes in tests and time schedules to be used in the schools.
- 18 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 19 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
- 20 programs.
- 21 5. Conducts a periodic audit of the total school program and advises the board of
- 22 recommendations for the educational advancement of the schools.
- 23 6. Seeks out available sources for grant funding to support programs and projects.
- 24 7. Ensures that the goals of the school system are adequately reflected in its educational program
- 25 and operations.

26 **Community/Public Relations**

- 27 1. Promotes community support of the schools. Interprets district programs and services, reports,
- 28 plans, events, and activities of interest and solicits community opinions regarding school and
- 29 educational issues.
- 30 2. Identifies available community resources and links to social service agencies that support
- 31 education and healthy child development.
- 32 3. Develops strategies to promote parental involvement in their student's education and provides
- 33 opportunities for parent-teacher interaction.
- 34 4. Maintains contact and good relations with local media. Acts as the board's spokesperson.

- 1 5. Ensures that the district interests will be represented in meetings and activities of municipal
2 and other governmental agencies.
- 3 6. Represents the school system and its interests in community organizations, activities, and
4 projects.
- 5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the
6 board and the director of schools. Salary to be determined by the board. A written contract can be
7 executed with a duration up to four (4) years which may be renewed.
- 8 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
9 and the board's policy on evaluation of the director of schools.
- 10 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature
11 and level of work being performed by the person assigned to this position. They are not intended to be
12 a complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c); TCA 49-5-106(f); Public Acts of 2024, Chapter No. 577

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Hickman County Board of Education

Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 03/06/23
	Rescinds: 6.203	Issued: 01/04/21

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

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

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

15 The name used on the records of a student entering the Hickman County School System from another
16 school must be the same as shown on records from the school previously attended unless evidence is
17 presented that such name has been legally changed through a court as prescribed by law.⁴

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

19 A child whose care, custody and support has been assigned to a resident of the district by a power of
20 attorney or order of the court shall be enrolled in school provided appropriate documentation has been
21 filed with the district office.⁵

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

24 ADJUDICATED DELINQUENT STUDENT⁶

25 A principal or principal's designee may ask a parent/guardian in writing if their student has been
26 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
27 first enrolling in the school and when any such student:

- 28 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 29
- 30 2. Changes schools within this state.
- 31

1 This information shall be shared only with school employees who have responsibility for classroom
2 instruction of the student, the school counselor, social worker, or psychologist who is developing a
3 plan for the student while in the school, and the school resource officer. Such information is otherwise
4 confidential and shall not be released to others, and the written notification shall not become a part of
5 the student's record.⁷

6 ~~Parents, guardians, or legal custodians of students who enter school who have been judged delinquent~~
7 ~~for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless~~
8 ~~endangerment shall notify the principal by providing the abstract of record required by law or other~~
9 ~~similar written information.⁶ This information shall be shared only with school employees who have~~
10 ~~responsibility for classroom instruction of the student. Such information is otherwise confidential and~~
11 ~~shall not be released to others except as required by law. The written notification shall not become a~~
12 ~~part of the student's record.⁷~~

Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-5106
5. TCA 49-6-3001(c)(6)
6. TCA 37-1-153(e), 154; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

Cross References

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

Hickman County Board of Education

Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 05/01/23
	Rescinds: 6.318	Issued: 08/01/22

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

4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
5 the suspension/expulsion from the former school district. The principal may ask the
6 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
7 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
8 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
9 the request.

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

11 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
12 suspended or expelled from the former school district.²

Legal References

1. Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

Cross References

School Admissions 6.203
Student Records 6.600

Hickman County Board of Education

Descriptor Term: Code of Behavior and Discipline Procedures	Descriptor Code: 6.313	Issued Date: 08/07/23
	Rescinds: 6.313	Issued: 05/01/23

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

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

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

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

23 In order to ensure that these goals are accomplished, the school district shall utilize the following
24 trauma-informed discipline practices: restorative practices, RTI²B (Response to Instruction and
25 Intervention for Behavior), multi-tiered system of supports, behavior intervention plans, ACEs
26 (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.

1 ***Examples (not an exclusive listing):***

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

15 ***Disciplinary Procedures:***

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

23 ***Disciplinary Options:***

- 24 Verbal reprimand
25 Special Assignment
26 Restricting activities
27 Assigning work details
28 Counseling
29 Withdrawal of privileges
30 Issuance of demerits which might affect citizenship or deportment grades
31 Strict supervised study
32 Detention
33 Corporal punishment
34 In-school suspension
35 Out-of-school suspension

1 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction
 2 and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,
 3 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.

4 ***Examples (not an exclusive listing):***

5 Continuation of unmodified Level I behaviors
 6 School or class tardiness
 7 Use of tobacco, vaping, or e-cigarettes
 8 Using forged notes or excuses
 9 Disruptive classroom behavior
 10 Disruptive school bus behavior
 11 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)
 12 Violations to the AUP (Acceptable Use Policy) in regards to the internet and devices

13 ***Disciplinary Procedures:***

14 Students are referred to the principal for appropriate disciplinary action.
 15 Principal meets with the student and teacher.
 16 Principal or teacher attempts to notify and communicate with the parent/guardian of the
 17 student.
 18 Principal hears accusations made by the teacher, permits the student the opportunity of
 19 explaining his/her conduct, denying it or explaining any mitigating circumstances.
 20 Principal takes appropriate disciplinary action and notifies the teacher of action.
 21 Record of offense and disciplinary action maintained by principal.

22 ***Disciplinary Options:***

23 Teacher/schedule change
 24 Modified probation
 25 Behavior modification
 26 Social probation
 27 Peer counseling
 28 Referral to outside agency
 29 In-school suspension
 30 Transfer
 31 Detention
 32 Suspension from school-sponsored activities or from riding school bus

- 1 Corporal punishment
 2 Restricting school related honors student is otherwise due
 3 Out-of-school suspension not to exceed ten (10) days.
 4 Referral to law enforcement.
 5 Trauma-informed discipline practices: restorative practices, RTI2B (Response to Instruction
 6 and Intervention for behavior), multi-tiered system of supports, behavior intervention plans,
 7 ACEs (Adverse Childhood Experiences).
 8
 9 For use of tobacco, vaping or e-cigarettes- 1st offense 2 days ISS(in-school suspension), 2nd
 10 offense-3 days ISS (in-school suspension), 3rd offense- 5 days ISS (in-school suspension), 4th or
 11 more offenses: Suspension in addition to the foregoing, when a student is found to be in
 12 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.*

13 *Examples (not an exclusive listing):*

- 14 Continuation of unmodified Level I and II behaviors
 15 Fighting
 16 Vandalism (minor) Less than \$500.00
 17 Use, possession, sale, and/or distribution of tobacco, vaping, or e-cigarettes
 18 Alcohol-possessing, acquiring, attempting to acquire, consuming, being under the influence of,
 19 selling or attempting to see, distributing or transmitting alcoholic beverages.
 20 Stealing
 21 Threats to others-A threat communicated verbally or demonstratively to inflict physical or other
 22 harm on any school employee, any other person acting in an official capacity on behalf of the
 23 school, or any other student. To be a violation of this rule, the threat must be one which would
 24 cause a person to reasonably fear imminent bodily injury or well-being.
 25 Harassment/Intimidation/Bullying/Discrimination (Sexual, Racial, Ethnic, Religious)
 26 Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-
 27 Bullying, and/or Hazing- hazing is any intentional or reckless act, on or off school property, by
 28 a student, that endangers the mental or physical health or safety of that student, or that induces
 29 or coerces a student to endanger such student's mental or physical health or safety.

30 *Disciplinary Procedures:*

- 31 Students are referred to the principal for appropriate disciplinary action.
 32 Principal meets with the student and teacher.
 33 Notify the parent or guardian of the student.
 34 Principal hears the accusation by the accusing party and permits the offender the opportunity of
 35 explaining conduct.
 36 Principal takes appropriate disciplinary action.

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

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

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

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

9 ***Disciplinary Options:***

10 In-school suspension

11 Alternative School

12 Detention

13 Corporal punishment

14 Restitution from loss, damage or stolen property

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

16 Social adjustment classes

17 Transfer

18 Referral to law enforcement

19 Expulsion

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

23 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.

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

27 ***Examples (not an exclusive listing):***⁸

28 Unmodified Level I, II and III behaviors

29 Death threat (hit list)

30 Bomb threat

31 Extortion

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

1 Bringing a firearm to school or being in possession of a firearm at school or knowingly
 2 possessing, handling, transmitting, or using a weapon, or knowingly possessing an object with
 3 the intent of going armed, or use of any object in a threatening or assaultive manner. Weapons
 4 include, but are not limited to, firearms, BB guns, pellet guns, ammunition, explosives, knives
 5 with blades of 2 1/2 inches or more in length, switchblades, razorblades, box cutters, bowie
 6 knife, hawk bill knife, or other like instruments utilizing a razor blade and ice picks, daggers,
 7 slingshots, leaded canes, blackjacks and knuckles.
 8

9 Other Weapon Offenses: A student shall not knowingly possess, handle, or transmit oleoresin
 10 capsicum (pepper spray), a knife with blade less than 2 ½ inches in length or a weapon replica.
 11 An exception applies to weapon replicas when school authorities specifically authorize the use
 12 of weapon replicas in instances such as the color guard, a prop in a school play, and the like.
 13

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

15 **Assault**

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

18 Aggravated assault*

19 Electronic Threats as defined in 6.309*

20 Vandalism (excess of \$500)

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

22 Arson

23 Use/transfer of unauthorized substances

24 Possession of unauthorized substances(as defined below)*

25 Drugs- unlawfully possessing, acquiring, attempting

26 to acquire, using, being under the influence of, selling or attempting to sell, distributing or
 27 transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants,
 28 or any other controlled substance.
 29

30 Drug Paraphernalia-Drug look-alikes or paraphernalia shall include pills, powder
 31 or any substance which gives the appearance of prohibited drugs. Drug paraphernalia shall
 32 include roach clips, rolling papers, pot pipes, dab pens, pagers or any other device or materials
 33 used with illegal substances
 34

35 Representation of any Substance as an Illegal Drug or Controlled Substance Possessing,
 36 Acquiring, attempting to acquire, using (whether by inhalation, ingestion or injection), being
 37 under the influence of, selling or attempting to sell, distributing or transmitting
 38 any designer, synthetic or counterfeit drug, any illegal performance enhancing drug, any
 39 substance that causes impairment, any substance which is inappropriately used to alter
 40 the mind, mood or behavior, or any other substance used as a drug. This Disciplinary Offense
 41 covers anything used as a drug not covered in the Drugs section of the Zero-Tolerance
 42 Offenses.
 43

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

45 ***Disciplinary Procedures:***

1 Law enforcement officials and the Director of Schools are immediately contacted, if
 2 applicable.⁹

3 Principal confers with appropriate staff members and with the student.
 4 Principal hears the accusation by the accusing party and permits the offender an opportunity of
 5 explaining conduct.
 6 Parents are notified.
 7 Law enforcement officials are contacted.
 8 Incidents are reported and recommendations made to the director of schools.
 9 Complete and accurate reports are submitted to the director of schools.
 10 Students can appeal the disciplinary action to the SDHA (Student Discipline Hearing
 11 Authority) under the board policy guidelines.

12 *Disciplinary Options*

13 Expulsion

14 Alternative schools

15 Other hearing authority or Board action which results in appropriate placement

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

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

21 **ADDITIONAL GUIDELINES:**

- 22 1. A student shall not be suspended solely because charges are pending against him/her in
 23 juvenile or other court.
- 24 2. An administrator that suspects a student of behavior that is unlawful in nature shall report
 25 the suspicion to the school resource officer for investigation and possible referral to
 26 juvenile court.
- 27 3. A principal shall not impose successive short term suspensions that cumulatively exceed ten
 28 (10) days for the same offense.²
- 29 4. A teacher or other school official shall not reduce or authorize the reduction of a student's
 30 academic grade because of discipline problems except in deportment or citizenship. Only
 31 deportment or citizenship grades may be reduced because of discipline actions.
 32
- 33 5. A student shall not be denied the passing of a course or grade promotion solely on the basis
 34 of failure to:
 35
 - 36 a. pay any activity fee;
 - 37 b. pay a library or other school fine; or
 - 38 c. make restitution for lost or damaged school property.

1 * Zero tolerance offenses

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

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

9 **Safe Harbor Provision:**

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

Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;
9. Public Acts of 2024, Chapter No. 882

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:

08/07/23

Rescinds:

6.309

Issued:

04/03/23

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.⁷~~

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.⁷~~

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.⁷~~

ELECTRONIC THREATS

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

Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.⁶

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.⁷

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁸

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 39-16-517; Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882

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

Hickman County Board of Education			
	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 05/01/23
		Rescinds: 6.316	Issued: 04/05/21

1 **DEFINITIONS:**

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

4 **REASONS FOR SUSPENSION:**

5 Any principal, principal-teacher or assistant principal (herein called principal) may suspend any
 6 student from attendance at school or any school-related activity on or off campus or from attendance at
 7 a specific class or classes, or from riding a school bus, without suspending such student from
 8 attendance at school (in-school suspension), for good and sufficient reasons including, but not limited
 9 to:¹

- 10 1. Willful and persistent violation of the rules of the school;
- 11 2. Immoral or disreputable conduct, including vulgar or profane language;
- 12 3. Violence or threatened violence against the person of any personnel attending or assigned to
 13 any school;
- 14 4. Willful or malicious damage to real or personal property of the school, or the property of any
 15 person attending or assigned to the school;
- 16 5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated;
- 17 6. Marking, defacing, or destroying school property;
- 18 7. Possession of a pistol, gun or firearm on school property;²
- 19 8. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;³
- 20 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar,
 21 obscene or threatening language;
- 22 10. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;⁴
- 23 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 24
- 25
- 26
- 27
- 28

1 12. Assault against a school employee as defined in state law;⁶

2
3 13. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
4 explosive or destructive device including chemical weapons on school property or at a school
5 sponsored event, or an invalid threat of mass violence;⁵

6
7 14. One (1) or more students initiating a physical attack on an individual student on school
8 property or at a school activity, including travel to and from school;

9
10 15. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to
11 persons or property or disrupts the educational process; and

12
13 16. Any other conduct prejudicial to good order or discipline in any school.

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

16 If as a result of an investigation, a principal or his/her designee finds that a student acted in self-
17 defense under a reasonable belief that the student, or another to whom the student was coming to the
18 defense, may have been facing the threat of imminent danger of death or serious bodily injury, then,
19 the student may not face any disciplinary action.⁵

20 **IN-SCHOOL SUSPENSION:**⁶

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

29 **PROCEDURES FOR OUT OF SCHOOL SUSPENSION AND EXPULSION:**^{7,8}

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

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

34 SCHOOL-SPONSORED EVENTS⁶

35 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
36 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
37 is not directly related to a student's grade in a course of instruction.

Legal References

- 1) TCA 49-2-203(a)(7); TCA 49-6-3401(a)
- 2) TCA 39-17-1309(b)
- 3) TCA 39-17-1309
- 4) TCA 53-10-101; TCA 39-17-454
- 5) TCA 49-6-3401(i); Public Acts of 2024, Chapter No.
882

Cross References

- Traffic and Parking Controls 3.403
- Code of Conduct 6.300
- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Drug-Free Schools 6.307
- Bus Safety and Conduct 6.308

- 6) Public Acts of 2024, Chapter No. 915; TCA 39-13-101
- 7) TCA 49-6-3401(b)(1)
- 8) TCA 49-6-3401(c)(3)
- 9) TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCA § 1415
- 10) TCA 49-6-3401(d)

Zero Tolerance Offenses 6.309
Dress Code 6.310
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319

Hickman County Board of Education

Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 05/01/23
	Rescinds:	Issued:

1 *General*

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

8 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
9 antagonist while the person is on school property or attending a school-sponsored activity held at a
10 location that is not school property.²

11 **NOTIFICATION AND RESPONSE**

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

16 **LIABILITY**

17 If a student is injured or harmed due to the administration of an opioid antagonist that a physician has
18 prescribed to an LEA under Tennessee State Law TCA 49-50-1604(C) the physician shall not be held
19 responsible for the injury unless the physician issued the prescription or standing protocol with
20 intentional disregard for safety.

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

1 PROCEDURES

- 2 The director of schools shall develop procedures for the maintenance and usage of opioid antagonists as
3 well as procedures regarding record keeping and reporting after any incident.
- 4 Training will be provided until competency is demonstrated and retraining shall be completed on a
5 yearly basis. Training will be documented and include a skills checklist, instructor's name, trainee's
6 name, date of training and documentation of competency of trainee to administer opioid antagonist. A
7 copy of the trainee's competency training form will be kept in the Coordinated School Health office.

Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604
2. Public Acts of 2024, Chapter No. 629

Hickman County Board of Education			
	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 07/10/23
		Rescinds: 6.409	Issued: 08/01/22

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 and submit this information to the Department of Children's Services;
- 6 2. Require that the Coordinator and the Alternate receive appropriate training;
- 7 3. Supply the Coordinator with all necessary resources;
- 8 4. Ensure that all employees working directly with students annually complete the child abuse
9 training program required by state law.²

10
11
12
13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
14 child abuse or child sexual abuse.

15 **REPORTING**

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

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

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

28
29
30
31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
32 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; Public Acts of 2024, Chapter No. 571
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, Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Promoting Student Welfare 6.400



Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: July 2024

The following policies are up for 1st reading with proposed changes due to changes in the law. TSBA sent model policies that were used to update our current policies. Additions are in yellow and deletions have been struck through.

1st Reading:

Policy 1.501 - Visitors to the Schools

Public Chapter 810 requires Boards to adopt a code of conduct for each school in the district. This code must be placed where visitors can see it and must also contain the name and the board of professional responsibility number of the attorney who reviewed it.

Policy 1.800 - School Calendar

A recent change to state law may require some districts to close on the day of the presidential election primary.

Policy 2.403 - Surplus Property Sales

Previously, legal notices were required to be placed in newspapers. Under a new change to state law, these notices are also required to be placed online on a "news and information website."

Policy 2.806 - Bids and Quotations

Several changes to state law impact policies on bids and quotations. In addition to the legal requirement to post the information online, as described above, the bidding threshold has been changed, and there is a new exemption from competitive bidding. Public Chapter 513 removes the \$10,000 threshold and standardizes bidding thresholds at \$25,000 or \$50,000 for Boards that do not follow the procedures of their local funding body. Please note, that the \$50,000 is available to Boards with a centralized purchasing authority and the \$25,000 applies if there is no centralized purchasing. Additionally, Public Chapter 661 exempts bulk fuel purchases that exceed bidding limits from bidding requirements.

Policy 3.202 - Emergency Preparedness Plan

Public Chapter 563 requires districts to develop procedures on how staff will determine the cause of fire alarm activation including the potential for an active shooter event. TSBA has included a provision on this requirement in their model policy and will include a model template in their upcoming administrative procedure update. As the contents of the procedure will differ across

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districts, TSBA recommends working with local law enforcement and the local fire department to develop the specifics of individual procedures. This new law will also require updates to the district's safety plan.

Policy 3.205 - Security

A new state law, Public Chapter 882, requires that principals immediately report certain types of assaults and certain acts of vandalism to the Director of Schools and local law enforcement.

Policy 3.400 - Student Transportation Management

A change from the 2023 legislative session, Public Chapter 122, goes into effect July 1, 2024. This new state law requires Boards to issue certificates to bus drivers. These certificates may be revoked if the bus driver is no longer fit to operate a school bus. In addition, Public Chapter 548 requires notices to be posted on buses stating that only authorized individuals may enter.

Policy 4.201 - Class Size Ratios

Public Chapter 712 modifies class size requirements to allow greater flexibility in Career and Technical Education class sizes for grades 6-8.

Policy 4.213 - Family Life Curriculum

Several changes to state law impact instruction with the family life curriculum. Public Chapter 571 requires that information on internet crimes against children be incorporated into this instruction and that the name of the instructor be reported to the Department of Children's Services. Separately, Public Chapter 795 requires that the family life curriculum that covers human growth, human development, or human sexuality, include a video of fetal development. Finally, Public Chapter 970 prohibits instruction on topics related to sexual activity for students in grades K-5.

Policy 4.214 - Use of Artificial Intelligence Programs

Public Chapter 550 requires all Boards to adopt a policy on the use of artificial intelligence for instructional and assignment purposes. This is a new model policy that covers this topic. As this is an emerging area of technology, TSBA recommends working closely with district staff to ensure implementation aligns with board policy. More updates to this policy may be forthcoming as this area of law and technology develops.

Policy 4.301 - Interscholastic Athletics

Per a new state law, Public Chapter 639, home school students will be able to participate in interscholastic athletics in schools that are not members with TSSAA or TMSAA. Essentially, this will allow home-school student participation in all sports.

Policy 4.403 - Library Materials

Public Chapter 782 revises the "Age Appropriate Materials Act of 2022". These changes to state law establish standards for immediate removal of material if it contains content defined in TCA 39-17-901 (i.e., nudity, sexual excitement, sexual conduct, excess violence, sadomasochistic abuse, material that is patently offensive or appeals to the prurient interest). Additionally, if the Board does not take action on feedback within sixty days, the student, parent/guardian, or employee who submitted the feedback may appeal to the State Textbook and Instructional Materials Quality Commission to evaluate the material.

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Policy 4.600 - Grading System

A recent change to State Board of Education regulations revises the percentage points for Dual Enrollment courses from 4% to 5% for the purpose of calculating semester average grades beginning in the 2024-2025 school year.

Policy 4.603 - Promotion and Retention

Two new state laws make further changes to promotion and retention. Public Chapter 829 allows parents/guardians to voluntarily retain their students in grades K-2 if the student has a documented academic or behavior delay and the parent/guardian believes retention may benefit the student.

Additionally, Public Chapter 989 creates a new promotion pathway to the 5th grade for students facing possible retention in the 4th grade. Under the new law, when certain students do not meet adequate growth on the ELA portion of the 4th grade TCAP test, a committee including the student's parent/guardian, ELA teacher, and principal will convene to determine whether the student will be promoted or retained. Each category of participants in the committee may make a recommendation to promote or retain the student. For example, if two parents attend the committee meeting, they still only get to contribute 1 of the 3 total recommendations. If at least 2 of the 3 committee members agree that the student is ready for the 5th grade, then that student may be promoted, provided they participate in mandatory tutoring for the entirety of their 5th grade year.

Policy 5.307 - Physical Assault Leave

Previously, per state law, physical assault leave was only available to teachers. Public Chapter 839 expands this type of leave to include any employee who is absent from assigned duties as a result of physical assault or other violent criminal acts committed in the course of their employment duties. Included is a notice requirement per Public Chapter 915.

Policy 5.701 - Substitute Teachers

Public Chapter 735 requires that substitute teachers receive annual school safety training.

Policy 5.802 - Qualifications and Duties of the Director of Schools

State law now requires the Director of Schools to report additional educator information to the State Board of Education. Public Chapter 577 requires that a report be made if an educator has pleaded guilty, nolo contendere to, or has been convicted or otherwise found guilty of certain offenses in another jurisdiction.

Policy 6.203 - School Admissions & Policy 6.318 - Admission of Suspended or Expelled Students

While state law already requires parents/guardians to provide information to the school district if their student has been adjudicated delinquent for certain offenses, Public Chapter 721 clarifies that principals may specifically request this information from parents/guardians.

Policy 6.300 - Code of Conduct (This is Hickman County's 6.313)

Public Chapter 882 requires that assaults on school property be immediately reported to local law enforcement and the Director of Schools. TSBA has modified the language in Tier IV to reflect this requirement. Additionally, Public Chapter 915 creates a separate category of assault for school discipline purposes (i.e., it is distinct from aggravated assault or assault that results in bodily injury).

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Based on this change to state law, TSBA has revised the list of offenses to clarify this distinct offense.

Policy 6.309 - Zero Tolerance Offenses

Public Chapter 882 modifies the current list of zero-tolerance offenses in state law. Now, a threat assessment team will determine whether a threat of mass violence is valid before the offense can be classified as zero tolerance.

Policy 6.316 - Suspension

TSBA has also modified policy 6.316 to specify that invalid threats of mass violence (i.e., those determined by the threat assessment team to not be valid) can result in suspension. Additionally, Public Chapter 915 states if a student assaults an employee, the student can be suspended from attendance at school-sponsored activities for one year. As this new law does not define the term "school-sponsored event". TSBA has included a suggested definition.

Policy 6.4052 - Opioid Antagonist

Public Chapter 629 requires that opioid antagonists be stored in accordance with the manufacturer's instructions and states that school district staff may not prohibit individuals from possessing an opioid antagonist on school property or at off-campus school events.

Policy 6.409 - Reporting Child Abuse

Per Public Chapter 571, districts are required to report the names of the Child Abuse Coordinator and the Alternate Child Abuse Coordinator to the Department of Children's Services.

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 681 - Serving Whole Milk

This law allows Boards to adopt policies to offer whole milk options in bulk milk dispensers. Providing this would be separate from the reimbursable federal grant process, however, TSBA wanted to let you know about this option.

Public Chapter 801 - Employee Concealed Carry Law

Employees may be permitted to carry concealed firearms on school property if very specific conditions are met per this new state law (e.g., an enhanced handgun carry permit, psychological evaluation, annual training, permission from certain individuals). These changes to state law place the decision-making authority with the chief of the local law enforcement agency, the principal, and the Director of Schools. If the district would like to utilize this option, TSBA recommends speaking with the board attorney and the district's insurer.

Public Chapter 832 - Reporting Gender Identity Accommodations

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A change to state law requires an employee to provide information to parents regarding any requests for gender identity accommodations by their student. We recommend informing employees of these legal obligations.

Public Chapter 1005 - A Clean-Up Bill

Public Chapter 1005 is a general clean-up bill to education statutes that makes several changes and contains a revision that may impact grading policies. This change to TCA 49-6-407 prevents school boards from creating a local grading policy or procedure that establishes a minimum grade above zero.

Public Chapter 1061 - Families' Rights and Responsibilities Act

This Public Chapter clarifies specific rights for parents and guardians. Of note, the new statutes require parent/guardian consent prior to an audio or video recording of a student with a few exceptions. As this could be relevant in recorded disciplinary proceedings, TSBA wanted to let you know. These legal changes also require consent prior to administering medical treatment. While there are some exceptions, TSBA recommends getting prior consent from parents/guardians to ensure district staff can assist students with minor medical situations (e.g., providing a Band-Aid, ice packs).

State Board of Education Policy 3.103 - Graduation Substitutions

The State Board of Education recently updated its policy on graduation credit substitutions to clarify that students may substitute one full-credit course for two half-credit courses.

2nd Reading:

6.411 Student Wellness- add on page 2 at the end of line 24 the following sentence: **School cafeterias restrict the sale of caffeinated energy drinks**

Up for Review:

- 4.204 Summer Instructional Program
- 4.205 Enrollment in Advanced Courses
- 4.206 Homebound Instruction
- 4.207 English Learners
- 4.208 Adult Education Program
- 4.209 Alternative Credit Options
- 4.210 Credit Recovery
- 4.211 Work Based Learning Program
- 4.212 Virtual Educaiton Program

Thank you for your careful consideration of these policies.

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Hickman County Board of Education

Descriptor Term:

Student Wellness

Descriptor Code:

6.411

Issued Date:

07/10/23

Rescinds:

6.411

Issued:

05/03/21

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

6 COMMITMENT TO COORDINATED SCHOOL HEALTH

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

12 SCHOOL HEALTH ADVISORY COUNCIL^{2,3}

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

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

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

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

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

4 **COMMITMENT TO NUTRITION**

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

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

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

22 All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School
23 nutrition standards including through: celebrations and parties, classroom snacks brought by parents,
24 rewards, and incentives. **School cafeterias restrict the sale of caffeinated energy drinks.**

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

27 **DISTRICT GOALS**

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

35

36

37 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

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

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

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

12 **COMMITMENT TO CURRICULUM³**

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

14 **SCHOOL HEALTH INDEX³**

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

18 **COMPLIANCE⁸**

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

22 *Recordkeeping*

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

25 *Annual Notification of Policy*

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

30 *Triennial Progress Assessments*

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

- 33
- Compliance with the wellness policy

- 1 ● How the wellness policy compares to the wellness policy assessment tool
- 2 ● Description of the progress made in attaining the goals of the wellness policy, which are the
- 3 annual goals found in the Coordinated School Health annual report.

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

8 *Revisions and Updating the Policy*

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

14 *Community Involvement, Outreach, and Communications*

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

19

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

20

Hickman County Board of Education			
	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 08/07/23
		Rescinds: 4.204	Issued: 05/02/22

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.

32 **ATTENDANCE REQUIREMENTS²**

- 1 Priority students, as defined by state law, shall not be required to attend summer programs.
- 2 Local attendance requirements are listed in the administrative procedures.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.
- 5 **THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS⁴**
- 6 Students who are required to attend summer programming in order to be promoted to fourth grade shall
- 7 attend with a ninety percent (90%) attendance rate. Students shall attend fourteen and one half (14.5)
- 8 days out of the sixteen (16) days required for summer school attendance. If more days are missed,
- 9 students may make up a total of 1.5 days within two weeks. Missed days will be documented, and
- 10 options for make-up days will be provided by the summer programming committee.
- 11 Parents shall be provided information on the summer program attendance policy by written and verbal
- 12 communication.
- 13 The Director of Schools/designee shall develop administrative procedures regarding the documentation
- 14 of student attendance including make-up days and the administration of the post-test for students who
- 15 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Summer School

Hickman County Schools may sponsor a summer school for elementary and middle school students to strengthen and reinforce basic skills in any academic area. Summer school may be offered and will operate within the following parameters:

1. Based on teacher recommendations and student need, principals will identify students to attend summer school.
2. Principals may require students who do not meet grade level expectations to attend remediation after school or in summer school as a condition for promotion. The final decision for promotion/retention rests with school personnel.
3. Summer school is limited to students enrolled in the Hickman County schools.

HIGH SCHOOL

Hickman County Schools may sponsor a summer school for high school students. A high school summer program shall meet the criteria below:

1. Courses offered will be for remediation, and may include make-up courses for students who have failed any courses during the regular school year.
2. An annual Summer School Report will be submitted to the Board in September.

Hickman County Board of Education

Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.205	Issued Date: 05/02/22
	Rescinds: 4.205	Issued: 08/02/21

1 *General*

2 Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but
3 not limited to, advanced English language arts, mathematics, or science courses.¹

4 To enroll in these courses, students shall meet the following standards:

- 5 1. Honors Courses: grades and TCAP/EOC scores
- 6 2. Dual Credit Courses: grades and TCAP/EOC scores
- 7 3. Industry Certification-Aligned Courses: grades and TCAP/EOC scores
- 8 4. Dual Enrollment: grades and TCAP/EOC scores
- 9 5. Advanced Placement: grades and TCAP/EOC scores
- 10 6. Cambridge International: grades and TCAP/EOC scores
- 11 7. College Level Exam Program: grades and TCAP/EOC scores
- 12 8. International Baccalaureate: grades and TCAP/EOC scores

13 The principal of each school shall have the authority to require additional criteria for the
14 enrollment in advanced courses to fit the needs of the students within the school.

15 **NOTIFICATION¹**

16 Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in
17 advanced courses. The notification shall state that a student will remain enrolled in the course unless
18 the parent/guardian timely submits a written request for removal. The Director of Schools shall
19 determine the deadline to submit the request for removal.

20 Students may also be removed from an advanced course if the student's teacher determines that the
21 student should be removed based on performance after thirty (30) days of instruction and the principal
22 approves the request to remove the student.

23 **COLLEGE LEVEL COURSES²**

24 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
25 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
26 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
27 requirement course.

28 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
29 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
30 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

1 Grades earned in such college level courses shall be used to determine class rank, grade point average,
2 and class valedictorian or salutatorian.

3 **DUAL ENROLLMENT**

4 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
5 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
6 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
7 requirement course.³

Legal References

1. TCA 49-6-1012; State Board of Education
Policy 3.301
2. TRR/MS 0520-01-03-.03(8)
3. TRR/MS 0520-01-03-.03(4)(c)

Hickman County Board of Education

Descriptor Term: Homebound Instruction	Descriptor Code: 4.206	Issued Date: 05/02/22
	Rescinds: 4.206	Issued: 10/04/21

1 The homebound instruction program is for students who because of a medical condition are unable to
2 attend the regular instructional program.¹ The homebound instruction program shall consist of three (3)
3 hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

4 To qualify for this program, a student shall have a medical condition that will require the student to be
5 absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10)
6 instructional days for a student who has a chronic medical condition. The student shall be certified by
7 his/her treating physician as having a medical condition that prevents him/her from attending regular
8 classes. The services provided to the homebound student shall reflect the student's capabilities and be
9 determined by the homebound instructor, after consultation with appropriate professional staff of the
10 student's assigned school.

11 Recertification shall be obtained after the expiration of each period of homebound instruction if the
12 student's physician certifies, in writing, that the student has a medical condition that prevents him/her
13 from returning to the regular instructional program.

14 COVID-19 QUARANTINE²

15 Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test
16 result or possible exposure to COVID-19 may participate in remote instruction during the period of
17 quarantine only.

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10
2. TRR/MS 0520-01-13-.01(d)(1)

Cross References

- Alternative Credit Options 4.209
- Virtual Education Program 4.212
- Student Communicable Diseases 6.403
- Acquired Immune Deficiency Syndrome 6.404

Hickman County Board of Education			
	Descriptor Term:	Descriptor Code: 4.207	Issued Date: 05/02/22
	English Learners	Rescinds: 4.207	Issued: 02/03/20

1 If the inability to speak and understand the English language excludes a student from effective
 2 participation in the educational programs offered by the district, the district shall take reasonable actions
 3 to provide the student equal access to its programs. Students who are English learners (“EL”) shall be
 4 identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from
 5 any program or extra-curricular activity based on the student’s surname or EL status.¹

6 The director of schools shall evaluate the effectiveness of the district’s language assistance programs to
 7 ensure EL students will acquire English proficiency and the ability to participate in the standard
 8 instructional program within a reasonable period of time.

9 **ENGLISH LANGUAGE INSTRUCTION PROGRAM**

10 The board directs the administration to develop and implement language instruction programs that:²

- 11 1. Appropriately identify EL students in a timely, valid, and reliable manner.
- 12 2. Determine the appropriate instructional environment for EL students.
- 13 3. Provide EL students with a language assistance program that is educationally sound and proven
14 successful.
- 15 4. Annually assess the English proficiency of EL students and monitor the progress of students in
16 order to determine their readiness for standard instructional program.
- 17 5. Monitor the progress of students that have exited the EL program.

18 **PARENTAL NOTIFICATION³**

19 Parents of EL students shall be given notice of, and information regarding, the instructional program
 20 within the first thirty (30) days of the school year, or within the first two weeks of a student being placed
 21 in a language instruction educational program (LIEP). At a minimum, the notice will include the
 22 following:³

- 23 1. The reason for identifying the child as an EL student;
- 24 2. The child’s level of English language proficiency, including how the level was assessed, and the
25 status of the child’s academic achievement;
- 26 3. Methods of instruction used in the program, methods of instruction in other available programs,
27 and how they differ;

- 1 4. How the program meets the educational strengths and needs of the student, and how the program
2 will help the student reach English language proficiency and meet academic standards;
- 3 5. Program exit requirements, rate of transition to a standard instructional program classroom, and
4 expected rate of high school graduation;
- 5 6. How the program meets the goals of an EL student with an IEP; and
- 6 7. Information on the parents' right to withdraw the student from the program or choose another
7 program or method of instruction if available.
- 8 Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.⁴

Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D); State Board of Education Policy 3.207
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B); State Board of Education Policy 3.207
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A); State Board of Education Policy 3.207
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C); State Board of Education Policy 3.207

Hickman County Board of Education

	Descriptor Term: Adult Education Program	Descriptor Code: 4.208	Issued Date: 05/02/22
		Rescinds: 4.208	Issued: 02/03/20

- 1 An Adult Education Program shall be provided to enable students and out-of-school youth who are
2 seventeen (17) years of age and over to meet high school graduation requirements and receive a high
3 school diploma.¹
- 4 The director of schools shall appoint a member of the staff to coordinate, plan and develop the
5 program.
- 6 Written parental permission and the approval of the coordinator is required for those students under 18
7 years of age.

Legal References

1. TCA 49-6-409; TRR/MS 0520-01-02-.05; TRR/MS 0520-01-02-.06

Cross References

Compulsory Attendance Ages 6.201

Board Policy 4.208

Tennessee Adult Education division delivers educational services to adults who are over the age of 17 (unless granted an exception) lacking a high school diploma and no longer under compulsory attendance to public high school. Through Adult Basic Education classes across the state, adults are assessed to determine their level of education and provided coursework to improve their skills in math, science, social studies, reading, writing, and employability. These classes are designed to equip the student with the knowledge necessary to earn a High School Equivalency Diploma and enter employment and/or postsecondary education.

Adult Education also offers English for Speakers-of Other Languages (ESOL) and Civics classes for those individuals who need to learn to speak, read, and write the English language.

In addition to the administration of the Adult Education program grant, Tennessee Division of Adult Education is also responsible for the oversight and compliance of testing centers administering High School Equivalency exams.

Contact Info:

Tennessee Career Center--Hickman
130 Progress Center Plaza, Centerville, TN 37033
(866) 801-4723 (931) 626-4149

See more at: <https://www.tn.gov/workforce/topic/high-school-testing#sthash.LzWLMVVy.dpuf> See

more at: <https://www.tn.gov/workforce/article/about-ae#sthash.INOxA1MV.dpuf>

Hickman County Board of Education			
	Descriptor Term: Alternative Credit Options	Descriptor Code: 4.209	Issued Date: 05/02/22
		Rescinds: 4.209	Issued: 02/03/20

1 **ONLINE COURSES**

2 High school students may earn credit to be applied toward graduation requirements by completing online
 3 courses offered through agencies or institutions approved by the Board. Credit from these online courses
 4 may be earned only in the following circumstances:

- 5 1. The course is not offered at the high school, or although the course is offered at the high school,
 6 the student has an unavoidable scheduling conflict;
- 7 2. The course will serve as a supplement to homebound instruction;
- 8 3. The student had been served by a recognized home school during the 2018 – 2019 school year
 9 and has re-enrolled in the local education agency;
- 10 4. The student has been expelled from a regular school setting, but educational services are to be
 11 continued; or
- 12 5. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines
 13 the student requires a differentiated or accelerated learning environment.

14 The express approval of the principal/designee shall be obtained before a student enrolls in an online
 15 course. Enrollment in approved online courses will be considered on a case by case basis by the principal
 16 and teachers. The school shall receive an official record of the final grade before credit toward graduation
 17 will be recognized.

18 Through a supervision plan, the school shall be responsible for providing appropriate supervision and
 19 monitoring of students taking online courses.

20 **COURSE ACCESS PROGRAM**

21 Students in grades seven through twelve (7-12) may participate in the statewide course access
 22 program. To become eligible to participate, students shall:

- 23 1. Meet all prerequisite requirements for the course access course; and
- 24 2. Be unable to enroll in a comparable course at the student's school because:
 - 25 a. A comparable course is not offered; or
 - 26 b. A legitimate situation exists that prevents the student from enrolling in a comparable
 27 course.¹
 - 28

1 The Director of Schools shall develop administrative procedures to ensure that students and
2 parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access
3 course enrollment in a timely manner.² All appeals shall be submitted in writing to the Board within
4 ten (10) days of a denial.

5 After a timely appeal is made, the Board will provide written notification to the student and
6 parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than
7 ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was
8 an error in denying the student the ability to participate in the course access program.³

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/MS 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

- Homebound Instruction 4.206
- Grading System 4.600
- Graduation Requirements 4.605

Alternative Credit Options Student Referral Form

Name: _____ Date of Birth: _____

Address: _____

SSN: _____ Phone: _____

Parent(s)/Guardian(s) Names: _____

Reason for Alternative Credit:

- _____ Course not taught in the school system
- _____ Course not available due to scheduling conflicts
- _____ Student Expelled but in need of educational services
- _____ Student Requires differentiated learning environment (requires an agreement of school personnel including the student's teachers, parents, and administrators)

Referring Counselor's Signature of Recommendation: _____

Date _____

Referring Administrator's Signature of Recommendation: _____

Date _____

Course Request: _____

Student has been approved for the following course(s):

Director's Signature

Date

Hickman County Board of Education

Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date: 11/07/22
	Rescinds: 4.210	Issued: 05/02/22

1 **GENERAL¹**

2 The director of schools shall ensure that credit recovery facilitators receive training regarding course
3 organization, online instruction management and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

5 **ADMISSION AND REMOVAL²**

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
8 credit recovery course. Parents/guardians should be informed that not all postsecondary
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
10 not accept credit recovery courses for credit; and

11 2. The student has previously taken an initial, non-credit recovery section of the proposed course
12 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty
13 percent (50%) in the non-credit recovery section of the course must re-take the course.
14

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
17 the course and taken any applicable End of Course examinations.

18 The board shall track students enrolled in credit recovery courses as directed by the Tennessee
19 Department of Education.

20 **INSTRUCTION AND CONTENT²**

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
22 and instruction.

23 The director of schools shall ensure that all credit recovery courses:

24 1. Align with Tennessee's current academic standards for the relevant course content area, as
25 approved by the State Board of Education; and

26 2. Differentiate instruction to address individual student growth needs based on diagnostic
27 assessment or End of Course data.
28

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
- 3
- 4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
- 5 need; and
- 6
- 7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
- 8 earn credit.

9 **GRADES²**

10 Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform
11 grading system. If the district utilizes a locally-adopted grading scale that differs from the uniform
12 grading scale, a student passing credit recovery shall receive a D.³

Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(13)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

Cross References

Virtual Education Program 4.212
Grading System 4.600
Promotion and Retention 4.603

**HICKMAN COUNTY SCHOOLS
CREDIT RECOVERY PROCESS OVERVIEW**

Credit Recovery is traditionally defined as a way to "recover" credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. Credit Recovery programs, in general, have a primary focus of helping students stay in school and graduate on time.

The Hickman County School System has outlined the following guidelines towards credit recovery:

I. Admission

Students are eligible to enroll in Credit Recovery if they failed a course with an average of 50 or higher and meet with their counselor to secure an application. Courses may only be **recovered** through the district Credit Recovery program.

Students must submit a completed Credit Recovery application to their school counselor, including student and parent signatures on the Credit Recovery Contract.

II. Instruction

All content will be computer-based, utilizing PLATO technology. All courses offered through Credit Recovery will be based on the TN Curriculum Standards. All work must be completed at the **school site** with a certified, endorsed teacher serving as teacher of record for the facilitation of the course.

All students must attempt a lesson pretest for each course component to determine the set of skills for which the student has a deficit. The specific set of skills identified as deficit must be mastered (70%) for the student to earn credit for the course. Mastery tests may be repeated. Once mastered, students move to the next unit of study.

All pre-test assessments, course work, and mastery assessments must be completed in a **proctored setting** without the use of outside sources, such as internet search engines. Students not on the credit recovery roster will not be allowed in the proctored setting, and students must complete work without assistance from other students. Electronic devices, such as iPads, tablets, or other devices **must be powered off** before entering the Credit Recovery setting.

III. Grading

Grades awarded in Credit Recovery programs shall adhere to the State Board of Education uniform grading scale.

Grades awarded in Credit Recovery programs shall be posted under the name of the original teacher of record.

Progress through the Credit Recovery Program will be reported to parents with report cards and progress reports.

IV. Cost

V. Other Notes

Credit Recovery is not typically recognized as a "core credit" by NCAA Clearinghouse for competitive college sports. If you will potentially seek a college athletic scholarship, please see your school counselor before registering for Credit Recovery to ensure you meet the Clearinghouse requirements with your other core subjects.

Hickman County Schools Credit Recovery Application

 last name first name M.I. grade date of birth

 street address city zip code

 parent/guardian name phone-best number to reach phone-another number

Courses needed (student-please complete this or ask your counselor for help):

Course Needed	Semester 1 or 2?	Original Grade
1.		
2.		
3.		
4.		

Guidance Counselor signature: _____

Date: _____

Credit Recovery Contract

As a Credit Recovery student, I _____ have been informed that all work must be completed and done on a computer, in a school computer lab, in a self-paced online program (PLATO). I also understand that I have one school quarter to complete the coursework for each Credit Recovery course. Failure to complete the course within this timeframe will result in my removal from the Credit Recovery roster. I have read and understand all information on the "Hickman County Schools Credit Recovery Overview" form.

- Student is Eligible and Approved for Credit Recovery
 Student is **Not** Eligible and Approved for Credit Recovery

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Work Based Learning Program</h2>	Descriptor Code: 4.211	Issued Date: 05/02/22
		Rescinds: 4.211	Issued: 02/03/20

- 1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
- 2 them to apply classroom theories to practical problems as well as explore career options.

- 3 The director of schools shall develop administrative procedures to govern the efficient administration
- 4 of the WBL program. Such procedures shall include, among other things, a process for evaluation and
- 5 assessment of the program to ensure that it is of high quality and meets the needs of students. ¹

Legal References

1. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103

Cross References

- Insurance Management 3.600
 Release During School Hours 6.208

Hickman County Board of Education

Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 08/01/22
	Rescinds: 4.212	Issued: 05/02/22

1 *General*

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

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

7 Virtual education programs³ shall be made available to students for the following purposes:

- 8 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 9 2. Continuity of educational service for students who are homebound;⁴
- 10 3. Continuity of educational service for students who are quarantining;⁵ and
- 11 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
- 12 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
13 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
14 or staff, or during the administration of end of course examinations or other examinations as
15 allowed per state law.⁷

16
17
18
19
20 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

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

- 24 1. Attendance;
 - 25 2. Grades; and
 - 26 3. Technology survey.
- 27
28

1 ATTENDANCE

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

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

- 5 1. Students participating in a phone call with a teacher, with parent/guardian support as
6 appropriate for the age of the student;
- 7 2. Students participating in synchronous virtual instruction;
- 8 3. Students completing work in a learning management system; or
- 9 4. Students submitting work via hard-copy or virtual formats.

13 REMOVAL FROM VIRTUAL EDUCATION PROGRAM

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

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

- 18 1. Notification of parent/guardian;
- 19 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
20 academic performance; and
- 21 3. One-on-one virtual support sessions with the student.

24 ENROLLMENT AGREEMENT

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

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(d)(1)
6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960
7. Public Acts of 2022, Chapter No. 897

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319



Ronald Gammons <ronald.gammons@hickmank12.org>

Re: Proposed Revision to Policy 4.602

2 messages

Ronald Gammons <rongammons@aol.com>
To: Vance Willis <vance.willis@hickmank12.org>

Fri, Jun 7, 2024 at 1:40 PM

Thanks I'll make sure its there

Sent from the all new AOL app for iOS

On Friday, June 7, 2024, 1:08 PM, Vance Willis <vance.willis@hickmank12.org> wrote:

All,
Attached is a proposed revision to policy 4.602. Changes are shown in red. This is the result of some community feedback a few board members have received. Please review and be prepared to make changes as you would see fit and vote to approve on first reading at the July board meeting.

Ron,
Please include this policy revision on the July board meeting agenda.

John,
Please review with your team as you see fit and share your opinions also.

--

Vance Willis
Hickman County School Board Member - District 1

Ronald Gammons <rongammons@aol.com>
To: Ronald Gammons <ronald.gammons@hickmank12.org>

Tue, Jun 11, 2024 at 11:44 AM


Sent from the all new AOL app for iOS

Begin forwarded message:

On Friday, June 7, 2024, 1:08 PM, Vance Willis <vance.willis@hickmank12.org> wrote:

[Quoted text hidden]

2 attachments

 **4602 (with proposed revisions).pdf**
52K

 **4602 (with proposed revisions).docx**
41K

Hickman County Board of Education

	Descriptor Term: Class Ranking	Descriptor Code: 4.602	Issued Date: 07/11/22
		Rescinds: 4.602	Issued: 05/04/20

1 GENERAL

2 Students must be enrolled full time at the home base school to be eligible for ranking among the top
3 high school **seniors students**.

4 Honor roll students will be determined by standards approved by the principal and faculty of each
5 school. Students who meet these standards, and who do not request otherwise, will have their names
6 submitted to the principal each nine (9) weeks for release to the local newspaper.

7 Each school department or club which presents honors or awards or conducts contests will file with the
8 principal the name of the honor, award or contest; the basis for selection of the award and honor; the
9 method of participation; and the reason for the contest.

10 The giving of any prize or medal or the making of any award by persons or agencies outside the
11 schools must have the approval of the Board.

12 HIGH SCHOOL SENIORS

13 All grades (excluding those gained after the initial athletic participation grade) earned in grades
14 9,10,11 and the first semester of grade 12 will be counted toward the grade point average and the rank
15 in class.

16 To become valedictorian or salutatorian, or ranked in the top ten, a student must be enrolled in the high
17 school at least four (4) of the seven (7) semesters preceding the final semester. The final semester will
18 not be used in determining class standing.

19 *Exception*

20 When a new high school is opened in the school system, for the first year, a senior student must be
21 enrolled at the new high school for a majority of the first semester and have been enrolled in one of the
22 school system's other high school(s) for at least three (3) of the seven (7) semesters preceding the final
23 semester; for the second year, a senior student must have been enrolled at the new high school for three
24 (3) semesters and have been enrolled at one of the school system's other high school(s) at least one (1)
25 semester of the seven (7) semesters preceding the final semester; for the third year, a senior student
26 must have been enrolled at the new high school for four of the five semesters preceding the final
27 semester; for the fourth year and beyond, the provisions of the proceeding paragraph apply. For those
28 students who do not meet the exception criteria, their high school grades (i.e., Hickman County and
29 other school systems) will be compiled for a grade ranking of the class.

30 **Seniors ranking in the top ten shall be recognized at awards day and at graduation.**

- 1 **HIGH SCHOOL FRESHMEN, SOPHOMORES, AND JUNIORS**
- 2 Ranking for freshmen to be based on the grades earned during the first semester of the freshmen year.
- 3 Ranking for sophomores to be based on the grades earned during the freshmen year and the first
- 4 semester of the sophomore year. Ranking for juniors to be based on the grades earned during the
- 5 freshmen and sophomore years and the first semester of the junior year.
- 6 Freshmen, sophomores, and juniors ranking in the top ten shall be recognized at awards day.

Cross References

Grading System 4.600

Graduation Requirements 4.605



Hickman County Board Evaluation Results

Ronald Gammons, Chairman
Sherri Baker
Tim Hobbs
Jim Hudgins
James Lane
Christy Mays
Vance Willis

June 2024

Hickman County Board of Education Evaluation - 2024

Hickman County Board of Education Evaluation - 2024			
	BOARD MEETINGS	Now	How Important
1	The board has sufficient time and opportunity to review the agenda and supporting materials before a board meeting.	5.00	5.57
2	The board encourages participation by each board member.	4.57	5.14
3	Board members come to meetings prepared to focus on discussion issues and keep comments relevant and brief.	3.71	5.57
4	All board members are routinely familiar with the agenda materials and are ready to discuss and decide important items.	4.71	5.43
5	Adequate background information on issues to come before the board is routinely provided in advance of the board meeting.	5.00	5.83
6	The board weighs all decisions in terms of what is best for the students of the school system.	5.14	5.86
Average:		4.69	5.57
	TEAM BUILDING	Now	How Important
7	The board is able to disagree on matters and still maintain an attitude of mutual respect and trust.	4.43	5.29
8	The board is open and honest with each other, as well as administrators and is able to maintain an attitude of mutual trust and respect.	4.57	5.71
9	The district has a planned program to orient newly-elected board members.	4.00	5.29
10	Once a decision has been made, all members respect the decision and the board speaks with one voice.	4.57	5.29
11	Board members do not attempt to individually speak on behalf of the board or commit the board.	4.57	5.14
Average:		4.43	5.34

Hickman County Board of Education Evaluation - 2024

Hickman County Board of Education Evaluation - 2024			
	BOARD/SUPERINTENDENT/STAFF RELATIONS	Now	How Important
12	The board and superintendent trust and respect one another.	4.29	5.86
13	Each member of the board understands and respects the distinction between the board's responsibilities and the superintendent's duties.	3.86	5.57
14	Our board and superintendent agree on how complaints or concerns to board members should be handled.	3.86	5.57
15	Board members work to avoid surprises by sharing concerns or questions with the superintendent in advance of the board meeting.	5.14	5.57
16	The superintendent is given direction by the board as a whole rather than by individual members.	4.29	5.43
17	The board recognizes staff accomplishments.	5.29	5.00
18	Individual board members avoid making excessive personal requests from staff.	4.71	5.14
19	Board members are respectful to other board members, administrators, staff and visitors.	5.00	5.43
20	Board members direct complaints and requests to the superintendent rather than attempting to solve them directly.	4.29	5.71
21	The board ensures that an effective evaluation system is in place for the superintendent and all employees.	5.00	5.71
Average:		4.57	5.50

Hickman County Board of Education Evaluation - 2024

Hickman County Board of Education Evaluation - 2024			
VISION PLANNING		Now	How Important
22	A vision/mission statement for the district exists and is periodically reviewed by the board and widely disseminated in the district.	3.29	5.14
23	The vision reflects community priorities.	3.71	5.00
24	Discussion of major items before the board routinely includes consideration of their impact on meeting district goals.	3.57	5.71
25	The superintendent's evaluation considers how well the superintendent has addressed the district goals.	4.57	5.29
26	The board emphasizes setting and monitoring district goals, instead of how staff should achieve these goals.	3.86	5.29
27	The board does not get bogged down discussing operation details of the district or schools.	3.43	5.14
28	The board regularly solicits input from the community when establishing the future vision of the district.	3.00	5.43
Average:		3.63	5.29
BOARD POLICY		Now	How Important
29	Our board sets policies needed for the operation of the school district.	5.14	5.86
30	Before adopting a policy which affects them, our board actively seeks the input of employees, students and community members.	3.29	5.14
31	Board policies are administered consistent with the intent of the policy.	4.71	5.57
32	The board has developed an ongoing system to review and update all policies annually.	5.43	5.14
Average:		4.64	5.43

Hickman County Board of Education Evaluation - 2024

Hickman County Board of Education Evaluation - 2024			
	STUDENT ACHIEVEMENT	Now	How Important
33	The board regularly examines data to determine where achievement gaps exist and how much progress is being made to reduce those gaps.	3.71	5.57
34	The board provides a quality educational program imposing high individual academic standards for each student.	3.71	5.86
35	Student academic performance is regularly presented at the board.	3.57	5.57
36	The board regularly recognizes student accomplishments at board meetings.	4.43	5.17
Average:		3.86	5.54
	BOARD COMMUNITY RELATIONS	Now	How Important
37	The board provides for involvement of the public in the operating of our schools.	4.43	5.29
38	Our board actively promotes the school district to the public.	4.50	5.33
39	Our school board is respected by the community	3.43	5.57
40	Our board is accountable to the community.	4.43	5.43
41	The board refrains from committing to a position on an issue before all relevant facts are present.	4.43	5.71
42	Members of the board refrain from speaking for the board on issues on which the board has no official position.	4.86	5.14
Average:		4.35	5.41

Hickman County Board of Education Evaluation - 2024

Hickman County Board of Education Evaluation - 2024			
	ADVOCACY	Now	How Important
43	Our board takes the initiative to establish and maintain positive personal relationships with other locally-elected officials/funding body.	4.29	5.00
44	Our board strives to keep local officials up-to-date on board activities and school district needs.	3.86	4.86
45	Our board understands the need to influence statewide legislation and works diligently to develop a positive relationship with local members of the General Assembly.	4.14	5.00
46	Our board, collectively and individually, regularly contacts legislators regarding their position on important legislation.	3.57	4.57
Average:		3.96	4.86
	BUDGET/FINANCE	Now	How Important
47	The board understands the basic principles of school finance, including state, federal and local sources of revenue.	4.71	5.71
48	The budget reflects the districts vision, mission, and strategic plan and supports the district's goals and objectives for student achievement.	4.57	5.86
49	The board requires proper accountability for the expenditure of school district funds.	4.86	5.86
Average:		4.71	5.81
TOTAL AVERAGE		4.32	5.42

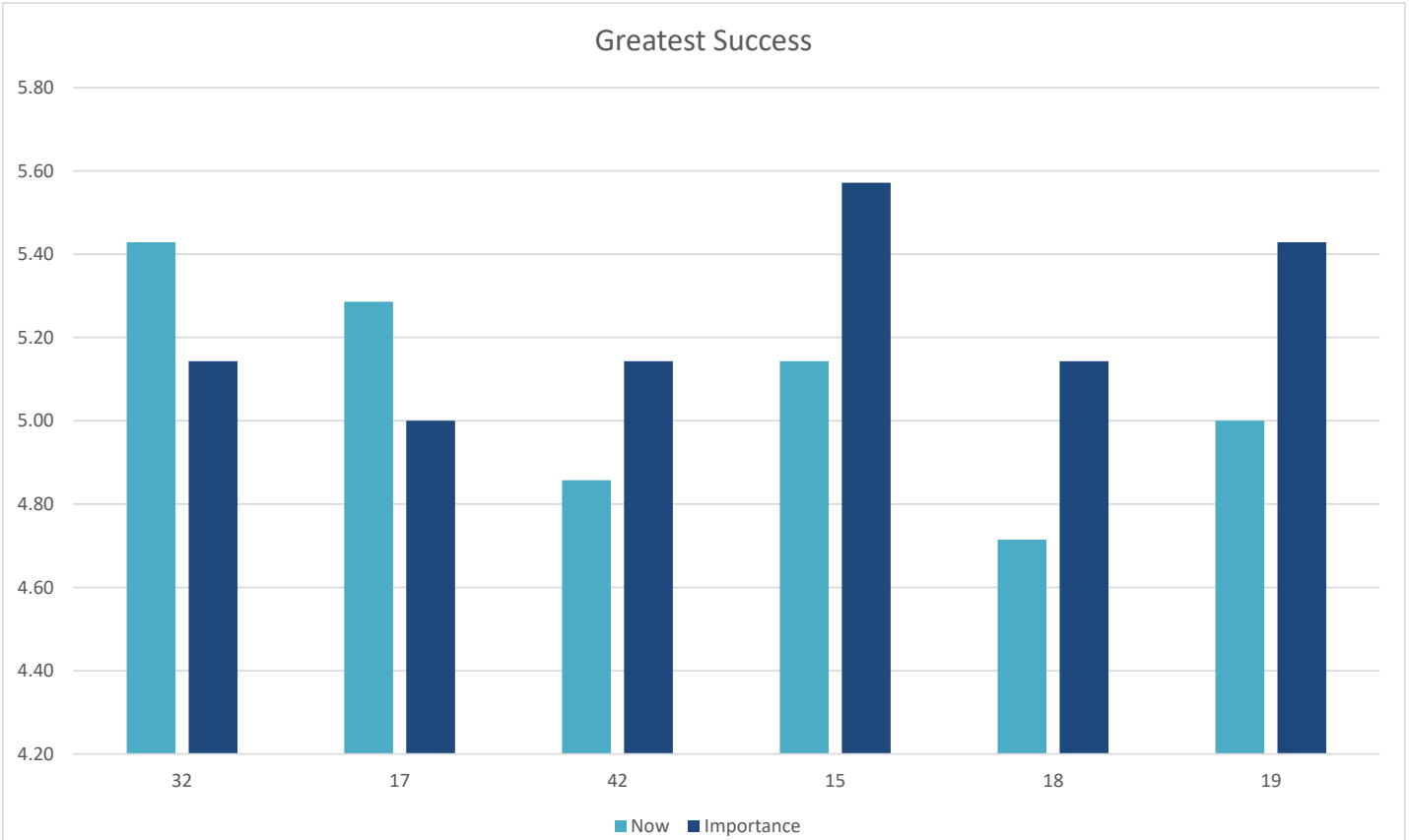
Top Six Items with Greatest Success

Hickman County Board of Education Evaluation - 2024

Lowest Numbers

#	Statement	Now	Importance	Difference
32	The board has developed an ongoing system to review and update all policies annually.	5.43	5.14	-0.29
17	The board recognizes staff accomplishments.	5.29	5.00	-0.29
42	Members of the board refrain from speaking for the board on issues on which the board has no official position.	4.86	5.14	0.29
15	Board members work to avoid surprises by sharing concerns or questions with the superintendent in advance of the board meeting.	5.14	5.57	0.43
18	Individual board members avoid making excessive personal requests from staff.	4.71	5.14	0.43
19	Board members are respectful to other board members, administrators, staff and visitors.	5.00	5.43	0.43

Greatest Success



Top Six Items with Greatest Concern

Hickman County Board of Education Evaluation - 2024

Highest Numbers

#	Statement	Now	Importance	Difference
28	The board regularly solicits input from the community when establishing the future vision of the district.	3.00	5.43	2.43
39	Our school board is respected by the community.	3.43	5.57	2.14
24	Discussion of major items before the board routinely includes consideration of their impact on meeting district goals.	3.57	5.71	2.14
34	The board provides a quality educational program imposing high individual academic standards for each student.	3.71	5.86	2.14
35	Student academic performance is regularly presented at the board.	3.57	5.57	2.00
22	A vision/mission statement for the district exists and is periodically reviewed by the board and widely disseminated in the district.	3.29	5.14	1.86

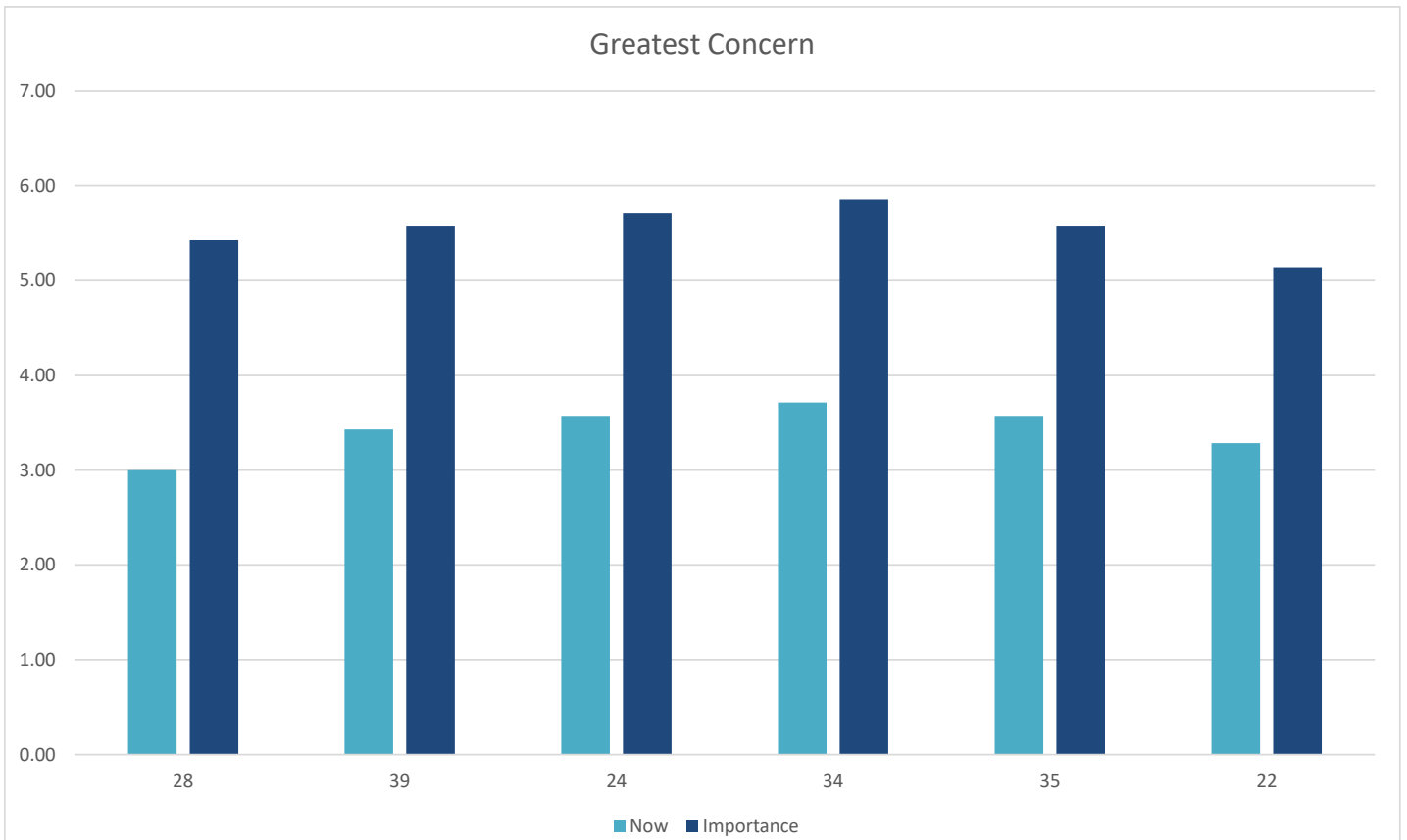


Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Back to School Bash (Aug. 29th)

5:00 - 7:00

Proposed fundraising activities: after school event
~~at school~~

Purposed Uses of funds raised
educational supplies/materials

Expected student involvement (school-wide or specific school organization)
100-200

Method by which school will receive profit CASH

Requested by Tarran Lawson/AP Date 6/13/24
Name/Title

Approved by Rose Date 6/13/24
Principal

Approved by John Mullins Date 6.24.24
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Walk the Dawg (Oct 4th)

Proposed fundraising activities: School-wide walk/run
to receive pledge/donations

Purposed Uses of funds raised

rewards, materials & equipment

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

School-wide 330-350

Method by which school will receive profit CASH (check

pledge/donations

Requested by Tarran Lawson/AP Date 6/13/24
Name/Title

Approved by [Signature] Date 6/13/24
Principal

Approved by John Mullins Date 6.24.24
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Boo Bash - Oct 25th

Proposed fundraising activities: After school event with activities and concessions

Purposed Uses of funds raised PBIS/rewards/materials

Expected student involvement (school-wide or specific school organization) 200

Method by which school will receive profit Sale of concessions and entry to the haunted house

Requested by Bethany Powers / Committee Leader Date 6/13/24
Name/Title

Approved by [Signature] Date 6/13/24
Principal

Approved by John W. Mullins Date 6.24.24
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Book Fair - Oct 21-28

Proposed fundraising activities: Scholastic Bookfair

Purposed Uses of funds raised to purchase graphic novels and update nonfiction

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

Method by which school will receive profit 25% of the total

Requested by Bethany Powers/Librarian Date 6/13/24
Name/Title

Approved by Rose [Signature] Date 6/13/24
Principal

Approved by John Mullin Date 6/13/24
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name CIS Book Fair - March 3-7


Proposed fundraising activities: Scholastic Bookfair

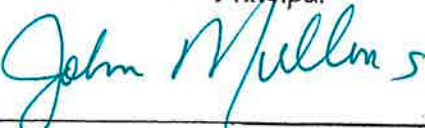
Purposed Uses of funds raised to purchase graphic novels and update nonfiction

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

Method by which school will receive profit 25% of the total

Requested by Bethany Powers/Librarian Date 6/13/24
Name/Title

Approved by  Date 6/13/24
Principal

Approved by  Date 6/24/24
Director of Schools*

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

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Volleyball

Proposed fundraising activities: Selling Krisy Kreme Doughnuts

Purposed Uses of funds raised

Belmont Camp

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

Selling 15 boxes each

Method by which school will receive profit Currency

Requested by Christie Carter/coach
Name/Title

Date 5/29/24

Approved by Jana S. Shippie
Principal

Date 5-30-24

Approved by John Mullins
Director of Schools*

Date 5-30-24

* 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: Girls Soccer

Proposed Fundraising Activities: Car wash

Proposed Uses of Funds Raised: Referee fees

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

Girls soccer team only

Method by which school will receive profit: Cash and checks possibly

Requested by (Name/Title): Wendell Gordon (Girls Soccer Coach) Date: 6/27/2024

Approved by (Principal):

Jana Wilks

Date: 6-27-24

Approved by
(Director of Schools):

John Muller

Date: 6-27-24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: 3064 School Fundraiser

Proposed Fundraising Activities: Color Run - September
27, 2024
(Back-up date: October 4)

Proposed Uses of Funds Raised: Add concrete pad, basketball
goal for recess area

Expected Student Involvement (school-wide or specific school organization):
School-wide

Method by which school will receive profit: amount per lap/donations

Requested by (Name/Title): Ashley Totty Date: 6-25-24

Approved by (Principal): Loretta D. Totty Date: 6/25/24

Approved by (Director of Schools): John Mullins Date: 6/25/24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: 3064 School Fundraiser

Proposed Fundraising Activities: Otis Spunkmeyer Cookie Dough
February - March 2025

Proposed Uses of Funds Raised: Add concrete pad + basketball
goal for recess area.

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

Method by which school will receive profit: selling cookie dough products
from company

Requested by (Name/Title): Ashley Totty Date: 6-25-24

Approved by (Principal): Loretta A. Totty Date: 6-25-24

Approved by (Director of Schools): John Mullins Date: 6-25-24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Cheerleading

Proposed Fundraising Activities: Poppin Popcorn

Everything is sold on line. No money has to be collected. Poppin will mail a check once the fundraiser is complete

Proposed Uses of Funds Raised: Funds to go towards uniforms, practice wear, camp,

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

cheer

Method by which school will receive profit: Check

Requested by (Name/Title): Samantha Barnhill Date: 06/19/2024

Approved by (Principal): *Soretha A. Totty* Date: 6/19/24

Approved by (Director of Schools): *John Mullins* Date: 6/19/24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Cheerleading

Proposed Fundraising Activities: Boom on The Duck. In centerville on July 4th.

Sell crafts at a booth

Proposed Uses of Funds Raised: To go towards uniform and practice wear.

Expected Student Involvement (school-wide or specific school organization):
EHMS Cheerleading Team

Method by which school will receive profit: Cash/Check

Requested by (Name/Title): Samantha Barnhill Cheer Coach Date: 06/18/2024

Approved by (Principal): *Ronette A. Totty* Date: 6/18/2024

Approved by (Director of Schools): *John Mullins* Date: 6/18/2024

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Volleyball

Proposed Fundraising Activities: Car wash / bake sale

Proposed Uses of Funds Raised: Volleyball equipment

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

Volleyball team

Method by which school will receive profit: Cash/Checks

Requested by (Name/Title): Head Coach Heather Nihoff Date: 4/18/24

Approved by (Principal): Leah T. Tully Date: 6/18/24

Approved by (Director of Schools): John Miller Date: 6/18/24

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: EHMS Volleyball

Proposed Fundraising Activities: Donations from ~~Businesses~~
Businesses

Proposed Uses of Funds Raised: For equipment, uniforms,
Camps... etc

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

Volleyball Team

Method by which school will receive profit: Cash or Checks

Head Coach

Requested by (Name/Title): Heather Nilhoff Date: 6/12/24

Approved by (Principal): Scott D. Totty Date: 6/12/24

Approved by (Director of Schools): John Mullins Date: 6/12/24



DOUG LANE
2059 Lake Drive Centerville TN 37033

RONALD GAMMONS
6419 Rice Ln Lyles, TN 37098

TIM HOBBS
8220 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 Nunnely TN 37137

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

School Support Organization Request For Fundraising Activities

Organization East Hickman Band Boosters

Proposed Fundraising Activity Car Wash

Date(s) 6-22-24

Location(s) Slynnas Bar B-Q

Requested By Ryan Dunkelberger 06-17-24
President/Chair of Organization Date

Recommended By [Signature] 6/17/24
Principal Date

Approved _____ Date
Director of Schools or Designee

Approved John Mullins 6/19/24
JM 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 East Hickman Volleyball

Account Number _____

Proposed fundraising activities: Double Good Popcorn Fundraiser

Purposed Uses of funds raised: Volleyball equipment, concessions, payments of the refs

Expected Student involvement (school-wide or specific school organization): East Hickman Volleyball team

Method by which school will receive profit: Check

Requested by: Maya Horner Head Coach 05/23/2024
Name/Title Date

Acknowledge by: *Jojo Nordke* 5/29/24
Bookkeeper Date

Approved by: *[Signature]* 5/29/24
Principal Date

Approved by: *John Mullins* 5/29/24
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.



Debbie Breece <debbie.breece@hickmank12.org>

TSBA 2024 Fall District Meetings: Don't Miss Out

1 message

TSBA <communications@tsba.net>
Reply-To: TSBA <communications@tsba.net>
To: debbie.breece@hickmank12.org

Wed, Apr 17, 2024 at 1:04 PM

TSBA 2024 Fall District Meetings



Join us in August/September for the TSBA Fall District Meetings. We have developed an engaging and informative session where participants will delve into crucial topics that will shape the educational landscape for the upcoming legislative session in 2025. During the "Ignite Session" there will be fast-paced style presentations on key issues, providing insights and sparking discussions to drive impactful decision-making.

The Fall District Meetings are designed to foster collaboration, innovation, and forward-thinking approaches as we prepare to advocate for impactful legislative policies in the realm of education. Don't miss this opportunity to gain valuable insights and contribute to shaping the future of our public schools.

Registration and reception, provided with food and drinks, will begin at 4:30 p.m. Meeting will be from 5:00-7:00 p.m. Click below for a detailed meeting agenda.

[Download the Agenda](#)

Registration Fee:

\$75 per person.

Locations/Dates:

Delta – Memphis-Shelby County – August 26, 2024

Northwest – Dyer County – August 27, 2024

South Central – Lewis County – August 29, 2024

Upper Cumberland – Smith County – September 3, 2024

Southeast – Athens – September 5, 2024

Mid Cumberland – Rutherford County – September 12, 2024

Southwest – Chester County – September 19, 2024

Northeast – Greene County – September 23, 2024

East – Loudon County – September 24, 2024



Once registration has been confirmed, TSBA will send your system an invoice. Cancellations must be emailed to the TSBA Director of Finance and Member Services at bmassey@tsba.net two weeks prior to the event to receive a refund. For any registration questions, please contact TSBA at registrar@tsba.net or call 615-815-3900.

We look forward to seeing you at this year's Fall District Meetings!

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You are receiving this email because you are a TSBA member, or have been added to our directory list.

Our mailing address is:

TSBA

525 Brick Church Park Dr

Nashville, TN 37207-3219

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)



Fall District Meeting Agenda

- 4:30 p.m. **Registration and Reception**
- 5:00 p.m. **Welcome** TSBA District Director
- *Roll Call of Boards*
 - *100 % Boards*
 - *Introduction of Guests*
- 5:10 p.m. **Awards Ceremony** Dr. Tammy Grissom, TSBA
Executive Director
- *Student Recognition Award*
 - *School Volunteer Recognition Award*
 - *Levels I, II, III and IV Boardsmanship Awards*
 - *Recognition of Boards of Distinction
and Master School Board Members*
 - *District Director Elections in Northeast,
Northwest and Southwest*
- 5:20 p.m. **Preparing For 2025 Legislative Session** Nolan Combs, TSBA
Director of Government Relations
- 6:10 p.m. **Ignite Session** Ben Torres, TSBA
Assistant Executive Director &
General Counsel
- *TISA and 3rd Grade Proficiency*
 - *TISA and School Letter Grades*
 - *A.I. and the Public Schools*
 - *TSSAA and Student Eligibility*
 - *The Real Story Behind Teacher Shortages*
- 6:55 p.m. **Wrap up and Evaluations**
- 7:00 p.m. **Adjourn**



Debbie Breece <debbie.breece@hickmank12.org>

2024 TSBA Leadership Conference and Annual Convention

1 message

Brittany Massey <bmassey@tsba.net>
To: Brittany Massey <bmassey@tsba.net>
Cc: Gwen Merrill <gmerrill@tsba.net>

Fri, Apr 19, 2024 at 10:00 AM

Good morning,

Please read this email in its entirety, as it explains the process for our Leadership Conference and Annual Convention registration.

We will be opening up registration for our 2024 Leadership Conference and Annual Convention on **Tuesday, April 23 at 9:00 a.m. CST**. There will be an e-blast sent to our membership outlining all events. After you register, you will receive a confirmation email. However, our room block at the Gaylord Opryland Resort and Convention Center will not open until **Thursday, April 25**. You will not be able to make reservations before that date.

I will send the hotel reservation information out on April 25. You will only be able to make room reservations for the people who are registered for the conference through TSBA.

The Leadership Conference agenda and Convention Schedule are attached. When registering, you will have the following options to select:

- Board Chairman Roundtable (Thursday, November 7) - \$0
- Leadership Conference (Thursday, November 7 – Friday, November 8) - \$225; includes breakfast on Friday Morning (this event counts towards required board member training for 2024-2025)
- Pre-Convention Workshops (Friday, November 8) - \$100; there are two options, but you can only choose one per person since they occur simultaneously
- Annual Convention (Friday, November 8 – Sunday, November 10) - \$400; includes general sessions, the exhibit hall, clinic sessions, Saturday and Sunday Breakfast, and Saturday Lunch
- Board Secretaries' Meeting (Saturday, November 9) - \$0
- Delegate Assembly (Saturday, November 9) - \$0; the 2024 Delegate Assembly Allowance sheet is attached. This will tell you how many delegates your system gets based on 2022-2023 enrollment numbers

If you have any questions, please let me know. We are excited to see everyone at Convention!

Brittany Massey

Director of Finance and Member Services

Tennessee School Boards Association

[525 Brick Church Park Drive](#)

[Nashville, TN 37207](#)

Phone: (615) 815-3908

Fax: (615) 815-3911

Email: bmassey@tsba.net

3 attachments



2024 TSBA Leadership Conference Agenda.pdf

99K



2024 Convention Schedule.pdf
157K



2024 DA System Allowance.pdf
85K

TSBA Leadership Conference
November 7-8, 2024
Gaylord Opryland Resort and Convention Center
AGENDA

November 7, 2024

2:00 p.m.	Welcome and Introductions	Dr. Dale Viox, TSBA President, Arlington
2:01 p.m.	From Conflict to Conversation	Matt Lehrman, Consultant, Social Prosperity Partners
3:30 p.m.	BREAK	
4:00 p.m.	From Conflict to Conversation (Continued)	
5:00 p.m.	Why Make the Investment in School Communications	Dr. Dale Viox Jeff Mayo, Superintendent, Arlington Tyler Hill, Director of Communications and Planning, Arlington
5:55 p.m.	Announcements	Dr. Dale Viox
6:00 p.m.	Adjourn	

November 8, 2024

7:30-8:15 a.m.	Leadership Conference Breakfast	
8:30 a.m.	Welcome and Introductions	Dr. Dale Viox
8:31 a.m.	Opioid Abuse and Its Impact on Our Students And Districts	Dr. Steve Loyd, Chief Medical Officer, Cedar Recovery; Chairman of TN Opioid Abatement Council
10:15 a.m.	BREAK	
10:30 a.m.	Going to the Dogs! How Therapy Dogs Positively Impact Our Schools	
	Panelists: Robert Blair, Franklin Special, Board Chairman Dr. David Snowden, Franklin Special, Director of Schools Mary Decker, Franklin Special, Associate Director of Schools Amy Patton, Franklin Special, Principal Dr. Charles Farmer, Freedom Middle School, Principal Carol Riordan, Franklin Special, Advisor/Board Secretary	
11:25 a.m.	Wrap Up	Dr. Dale Viox
11:30 a.m.	Adjourn	

Tennessee School Boards Association
2024 Annual Convention Schedule
Gaylord Opryland Resort and Convention Center

Thursday, November 7

8:30 a.m.-6:30 p.m. Registration
10:00-11:45 a.m. Board Chairman Roundtable Discussion
Facilitator: Keys Fillauer
2:00-6:00 p.m. Leadership Conference

Friday, November 8

7:00 a.m.-6:15 p.m. Registration
7:30-8:15 a.m. Leadership Conference Breakfast
8:30-11:30 a.m. Leadership Conference
11:30 a.m.-12:45 p.m. Lunch (*on your own*)
12:00-4:00 p.m. Exhibit Hall/Reception
1:00-3:00 p.m. Pre-Convention Legal Workshop
1:00-3:00 p.m. Pre-Convention Advocacy Workshop
4:15-5:45 p.m. Opening General Session
Speaker: Sal Khan

Saturday, November 9

7:00 a.m.-5:00 p.m. Registration
7:00-10:30 a.m. Exhibit Hall Open
7:00-8:15 a.m. Exhibit Hall Breakfast
8:30-9:30 a.m. Clinic Session A
9:45-10:15 a.m. Exhibit Hall Door Prizes
10:30-11:30 a.m. Clinic Session B
11:45 a.m.-1:15 p.m. Convention Luncheon and Award Ceremony
Entertainment: Kris Thomas sponsored by ABM
1:30-2:30 p.m. Clinic Session C
3:00-4:30 p.m. Delegate Assembly
3:00-4:30 p.m. Board Secretaries' Meeting
8:00 p.m. Karaoke Party
Sponsored by: ABM, Rackley Roofing and US Able Life

Sunday, November 10

7:00-10:00 a.m. Registration
7:15-8:15 a.m. Convention Breakfast
8:30-9:45 a.m. Closing General Session
Speaker: Inky Johnson
9:45 a.m. Adjourn

November 8, 2024

7:30-8:15 a.m.	Leadership Conference Breakfast	
8:30 a.m.	Welcome and Introductions	Dr. Dale Viox
8:31 a.m.	Opioid Abuse and Its Impact on Our Students And Districts	Dr. Steve Loyd, Chief Medical Officer, Cedar Recovery; Chairman of TN Opioid Abatement Council
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11:25 a.m.	Wrap Up	Dr. Dale Viox
11:30 a.m.	Adjourn	



Leadership Conference

November 7 @ 2:00 pm - November 8 @ 11:30 am UTC-6

\$225

Objective

To provide local board chairmen with the necessary tools to work effectively with the superintendent, other members of the board, the local funding agency and the public to improve student achievement.

Description

The TSBA Leadership Conference will be held from Thursday, November 7 to Friday, November 8, 2024, at the Gaylord Opryland Resort & Convention Center in Nashville.

The Leadership Conference, held on November 7-8 prior to the Annual Convention, provides board members the opportunity to network with other experienced board members. This interaction enables you to examine leadership styles, team building techniques, and to learn the traits of effective leaders. You must register for the Leadership Conference and Annual Convention separately.

Superintendents will receive one (1) day of CEO credit and school board members will be able to receive their annual mandatory training credit hours for the 2023-2024 cycle by attending the Leadership Conference.

Registration Fee: \$225

LEADERSHIP CONFERENCE AGENDA



Leadership Conference and Annual Convention

The TSBA Leadership Conference & Annual Convention will be held from Thursday, November 7 to Sunday, November 10, 2024, at the Gaylord Opryland Resort & Convention Center in Nashville.

The outstanding speakers, engaging clinics, and timely workshops focus on helping school districts empower students. Board members will benefit from innovative ideas, network with national vendors in the Exhibit Hall and celebrate each other's achievements. Attendees will have the opportunity to hear from highly renowned speakers, register for a pre-convention workshop, and choose from a wide array of clinic sessions.

LEADERSHIP CONFERENCE

PRE-CONVENTION WORKSHOPS

Friday, November 8, 2024

Registration Fee: \$100

The Pre-Convention Legal and Advocacy Workshops will be held on Friday.

You may only register for one of these workshops since they occur simultaneously.

<i>Population</i>	<i>System</i>	<i>Delegate Allowance</i>
5,898	GREENE COUNTY	4
2,886	GREENEVILLE	3
1,695	GRUNDY COUNTY	2
9,914	HAMBLEN COUNTY	4
44,845	HAMILTON COUNTY	9
893	HANCOCK COUNTY	2
3,129	HARDEMAN COUNTY	3
3,231	HARDIN COUNTY	3
6,179	HAWKINS COUNTY	4
2,520	HAYWOOD COUNTY	3
3,880	HENDERSON COUNTY	3
2,910	HENRY COUNTY	3
3,060	HICKMAN COUNTY	3
625	HOLLOW ROCK-BR	2
1,217	HOUSTON COUNTY	2
1,046	HUMBOLDT	2
2,585	HUMPHREYS COUNTY	3
1,258	HUNTINGDON	2
1,406	JACKSON COUNTY	2
11,729	JACKSON-MADISON COUNTY	6
6,778	JEFFERSON COUNTY	4
7,792	JOHNSON CITY	4
4,834	JOHNSON COUNTY	3
7,540	KINGSPORT	4
58,809	KNOX COUNTY	9
707	LAKE COUNTY	2
2,080	LAKELAND	3
3,235	LAUDERDALE COUNTY	3
6,776	LAWRENCE COUNTY	4
4,019	LEBANON	3
2,490	LENOIR CITY	3
1,613	LEWIS COUNTY	2
824	LEXINGTON	2
3,829	LINCOLN COUNTY	3
4,763	LOUDON COUNTY	3
4,121	MACON COUNTY	3
1,486	MANCHESTER	2
3,788	MARION COUNTY	3
5,340	MARSHALL COUNTY	4
5,594	MARYVILLE	4
12,797	MAURY COUNTY	6
1,236	MCKENZIE	2
5,003	MCMINN COUNTY	4
3,689	MCNAIRY COUNTY	3
1,667	MEIGS COUNTY	2
104,941	MEMPHIS-SHELBY COUNTY	9
76,906	METRO NASHVILLE (DAVIDSON COUNTY)	9

MEMORANDUM

TO: All County Officials and Department Heads

FROM: Jim Bates, County Mayor

DATE: January 8, 2024

RE: Travel Reimbursement Rates

The State of Tennessee has made some changes regarding travel rates. The following travel reimbursement rates are now in effect until further notice:

The Milage Reimbursement Rate will go up to **\$0.67** a mile.

Current Lodging Rates are **\$107.00** with the exceptions of the Counties listed:

Williamson: \$125.00

Hamilton: \$117.00

Knox: \$113.00

Shelby: \$123.00

Davidson (Nashville):

- **September-November: \$237.00**
- **December-January: \$187.00**
- **February-June: \$233.00**
- **July-August: \$210.00**

*(See attached Lodging breakdown for more information)

The Rate of Reimbursement for Meals while traveling inside the State of Tennessee is now **\$59.00** with the exceptions of the Counties listed:

Williamson: \$69.00

Hamilton: \$64.00

Knox: \$64.00

Shelby: \$69.00

Davidson: \$79.00

*(See attached Meals & Incidentals breakdown for more information)

These rates took effect January 1st, 2024 and will remain until the State of Tennessee revises their policy. There are other rate changes pertaining to travel outside the State.



U.S. General Services Administration

Privately owned vehicle (POV) mileage reimbursement rates

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2024.

Modes of transportation	Effective/Applicability date	Rate per mile
Airplane*	January 1, 2024	\$1.76
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	January 1, 2024	\$0.67
If Government-furnished automobile is available	January 1, 2024	\$0.21
Motorcycle	January 1, 2024	\$0.65

Relocation	Effective/Applicability date	Rate per mile
Standard mileage rates for moving purposes	January 1, 2024	\$0.21

Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs).

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) website.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov

The shortcut to this page is gsa.gov/mileage.

Questions

Have travel policy questions? Use our '[Have a Question?](#)' site

FY 2024 Per Diem Rates for Tennessee

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Brentwood / Franklin	Williamson	\$69	\$16	\$17	\$31	\$5	\$51.75
Chattanooga	Hamilton	\$64	\$14	\$16	\$29	\$5	\$48.00
Knoxville	Knox	\$64	\$14	\$16	\$29	\$5	\$48.00
Memphis	Shelby	\$69	\$16	\$17	\$31	\$5	\$51.75
Nashville	Davidson	\$79	\$18	\$20	\$36	\$5	\$59.25
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Content	Grade	2022-2023 Success Rate	2023-2024 Success Rate	Growth
ELA	2nd	18%	Pending	Pending
	3rd	44%	33%	-11%
	4th	27%	46%	19%
	5th	21%	22%	1%
	6th	22%	30%	8%
	7th	23%	23%	0%
	8th	14%	17%	3%
	Eng I	23%	19%	-4%
	Eng II	40%	42%	2%
Math	2nd	33%	Pending	Pending
	3rd	45%	56%	11%
	4th	43%	43%	0%
	5th	34%	34%	0%
	6th	26%	29%	3%
	7th	18%	25%	7%
	8th	13%	12%	-1%
	AI Middle	20%	Pending	Pending
	AI	5%	Pending	Pending
	All	5%	Pending	Pending
	Geo	17%	Pending	Pending
Science	3rd	50%	41%	-9%
	4th	36%	41%	5%
	5th	31%	29%	-2%
	6th	33%	38%	5%
	7th	39%	46%	7%
	8th	25%	32%	7%
	Biology	18%	40%	22%
Social Studies	6th	39%	45%	6%
	7th	33%	34%	1%
	8th	38%	25%	-13%
	U.S. History	26%	34%	8%

This letter is a collective of thoughts from many people. These are things that keep us up at night or wake us up in the middle of the night.

Since I talk to (well) everybody (staff, parents, people out in the community, other school systems, and so on), I have all these things rattling around inside my head. Since they concern the school system as a whole I thought I would share.

Some of the things:

*Bullying/Bullies

*Class Sizes

*Superintendent/School Board wants more enrollment

*Governor who is trying (and maybe will eventually succeed) to gut the educational system to promote privatization of education. (His thoughts about us were televised)

*The learning of an entire classroom is impeded by the behavior(s) of one or two students and/or their parents.

*The lack of respect from parents and students, the lack of support from higher ups in telling the parent they are wrong or that their child was wrong.

How these are related:

*More enrollment = more funding

I understand that, but hopefully you have put in place some way to ensure that “problem” students aren’t all we get from that.

*Bigger class sizes = more bullying

Why? You might ask -

(Kid side) Because the average attention span is only so long, when you factor in the hazards of electronic time it makes it worse. Therefore, children hunt for something else to stimulate them. Good or bad.

(Teacher side) Because we (teachers can’t look and be everywhere at one time. There are TOO MANY kids jammed into a room built for half the kids currently enrolled.

In 2021 there were above 24 students in our 4th grade classrooms (some had 29). There was no room to move in more desks, so students were placed at the front counters, at back tables, however they could make them fit.

In this kind of environment how do you expect one person to “catch” everything that goes on with the 22-29 other people in the room?

This leads to the next thing:

Class sizes

I know that there is a formula for student-teacher ratio. Any teacher will tell you and I am telling you that formula is a load of bull.

In elementary levels lower student - teacher ratios work better. (some years we are close to good levels, some years we are not and they refuse to hire more teachers, touting that formula as their reason for the lack of funding to do so).

Pre-K - 2 needs about 12-15 students on average

3rd needs about 14-17 students on average

4th-5th (where bullying most of the time starts) 16 - 21 students on average

6th-8th (where bullying really starts to cause issues) not over 23 students per class, why you might ask, just because they are older does not mean they need less supervision, means they need more and more guidance

Why people pull their kids!

1 Bullying

(A way to fix it - smaller class sizes would mean the teacher has a better chance of stopping it. Smaller class sizes would allow the teacher to plan activities that can't be done with larger class sizes. But those activities would keep them engaged and learning and not looking or causing trouble.

2 Parents don't like hearing their child was wrong

Can't change that - and parents need to hear it, the student needs to hear it
Stop this culture of being afraid they will sue because their child got in trouble.

3 A teacher was honest and said, "I'm sorry, I didn't hear/see what happened because (insert the thousands of things that could have happened in the classroom to distract the teacher).
Examples: a behavior student pitching a fit and having to be removed, a diabetic child crashing and needing help, little Johnny falling out of his chair and cutting open his head, little Susie pulling little Sarah's hair and making her cry, and the list goes on and on.....

Fact-We (teachers) can't see or hear everything in/when our rooms are packed and no one has space.

4 Private schools do more small group stuff, take more breaks, and get more one on one time with the teacher (a quote from a parent)
Smaller class sizes would help us do those things as well

Now, let's move on to the the Excuses that are going to start:

1 Back in the "old" days there were 30 kids in one room.

- Ok, but back in the "old" days a parent made their child mind others and backed the teacher. If you got in trouble at school, you got in trouble at home period.

2 But there is a formula we use to determine class sizes, it is used everywhere.....

- If the formula doesn't work (and we prove everyday that it does not)
- CHANGE IT!!!!

3 Teachers should be able to handle it....

- We could IF parents were not sue happy and people stood up for us (the teachers)
- We could IF parents and students didn't act so entitled and threaten the office and central office and then get their way
- We could if we didn't have behavior problems in our rooms- meaning - the kids who kick, punch, cuss, throw things, create havoc where other kids can't learn
- And please don't preach least restrictive environment to us either, because **the needs of the many out way the needs of the one**

We need MORE teachers, not less.

There should be a behavior room at all levels, not just high school, because sometimes children just can't be with other children during the course of the day.

Maybe school board members should take the Substitute training course and actually come sub in ALL the schools. Not just once or twice, here or there, but on a weekly basis. Come attempt to do what we do with all the mix of students and parents we have.

I would like a one of you to stand in your classroom and try to teach when a behavior student is next door tearing a room apart next door, throwing things, cussing, and when I say cussing, I mean saying the "N" word and all the other filthy words (while I have at least 3 mixed race students sitting in my class). Having to finally give up and just take my class outside and try to teach there. Two other rooms were disrupted as well, so that is four classrooms of roughly 20 kids each that now have been disrupted due to one student.

I would like one of you to try to teach with a student whose trigger flipped and your leaning up against the computer cart with that student between your feet and you can't move or he will destroy every computer in that cart and he has kicked your bad knee and all you want to do is cry, but you can't, because when the SRO arrives and starts to move the child you move to get between that child and your other students because that child has been known to hit them as well. The cause of the uproar you might ask- I said to all the students, "open your books to page 287".

I would like you to try to teach knowing that you have been told to be overly, over the top nice to a student just because the parents complained that the student thought I was being mean. Then at the parent teacher conference it was all proven false and the parents ended up telling me to move the child next to me and keep him in line.

These are just some instances that have occurred in the past three years, there are more and not just from me.

I hope you take into consideration the things that weigh on our minds. Yes, you are tasked to look at the dollars and cents, we ask you to look at the human cost. Our children deserve better from us as a whole. That starts at the top, with the School Board.

Have a great day,
Sarah Booker