

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

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

Call To Order

Moment of Silence

Pledge of Allegiance

Approval of January 4, 2021 Regular Board Meeting Minutes

Approval of January 27, 2021 Special Called Board Meeting Minutes

Approval of Agenda

Special Recognition

Employee of the Month

Football and Cross Country Athletes Performing at the State Level

Communications to the Board

Director's Report

Financial Report

OPEB Quarterly Financial Statement

Items Requiring Board Action

ESSER 2.0

Budget Amendments

Revised Board Policy 1.901 (1st Reading)

Revised Board Policy 6.500 (2nd Reading)

Board Policy Review 6.300--6.309

Budget Calendar

NSBA Membership

Announcements

Adjourn

Monday, January 4, 2021  
REGULAR BOARD MEETING MINUTES

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

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

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

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

Monday, December 7, 2020  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, December 7, 2020, at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Tim Hobbs, Steve Gianakos, Jane Herron, and Jim Hudgins. Chair Amy Bryant attended the meeting virtually. Ron Gammons and Vance Willis were absent from the meeting.

Steve Gianakos made a motion to approve the minutes from the board meeting held on November 2, 2020. Tim Hobbs seconded the motion.

Monday, November 2, 2020  
REGULAR BOARD MEETING MINUTES

The Hickman County Board of Education met in regular session on Monday, November 2, 2020 at 7:00 p.m. in Room 203 of the Central Office building. School board members in attendance at the meeting were Chair Amy Bryant, Steve Gianakos, Ronald Gammons, Jane Herron and Jim Hudgins. Tim Hobbs and Vance Willis were absent.

After a moment of silence and the Pledge of Allegiance, Jim Hudgins made a motion to approve the minutes held on October 5, 2020. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the agenda for November 2, 2020. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve the director's report. The motion received a second from Jane Herron. On a voice vote, the motion was approved 5-0.

The financial report was presented by Mike Elkins. Ronald Gammons made a motion to approve the financial report, as presented. Jim Hudgins seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The motion carried 5-0.

Chair Amy Bryant presented the OPEB financial statement. A motion was made by Steve Gianakos to approve the report. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

JROTC instructor, Sgt. Riley, asked the board to approve three trips for the JROTC program. Ronald Gammons made a motion to approve the trips and it was seconded by Jim Hudgins. On a voice vote, the trips were approved 5-0.

Also, Sgt. Riley made a request that would allow the JROTC cadets a Dining-Out activity on March 27, 2021. Ronald Gammons made a motion to approve the event. Jane Herron seconded the motion. The motion was approved 5-0.

Mike Elik presented budget amendments to the board. Steve Gianakos made a motion to approve the budget amendments. Jim Hudgins seconded the motion. In a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The budget amendments were approved 5-0.

Calendar Committee Chair, Julia Thomasson, presented the proposed school calendar for 2020-2021. Steve Gianakos made a motion to approve the calendar. Jim Hudgins seconded the motion. On a voice vote the motion was approved 5-0.

Don Qualls asked the board to approve two requests for splitting supplements. Ronald Gammons made a motion to approve the request. Jane Herron seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron and Jim Hudgins voted aye. The motion was approved 5-0.

Mike Elkins asked the board to approve the lowest bid submitted by Firefly for the technology devices bid for 2020-2021. Jim Hudgins made the motion to approve Firefly as the winning bid for the technology devices. Ronald Gammons seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The Firefly bid was approved 5-0.

Mike Elkins asked the print bid be awarded to Allegra in Dickson. Steve Gianakos made the motion to award the printing bid to Allegra. The motion was seconded by Jane Herron. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron and Jim Hudgins voted aye. The Allegra bid was approved 5-0.

Mike Elkins also presented the school network upgrade bid and asked the board to approve BGC for that bid. Jim Hudgins made a motion to approve the bid. Ronald Gammons seconded the motion. On a roll

call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The motion was approved 5-0.

Mike Plunkett presented the HVAC gym units bid. He asked that EHMS and EHES also add a unit to replace older units. He asked Trane be awarded the bid. Steve Gianakos made a motion to approved the request. Ronald Gammons seconded the motion. On a roll call vote Amy Bryant, Ronald Gammons, Steve Gianakos, Jane Herron, and Jim Hudgins voted aye. The motion was approved 5-0.

Mike Plunkett stated that no bids were received for waterproofing the foundation at the school bus garage. He did say that he had earlier received a quote from David Baker and this would not require a bid to repair. No board action was required.

Don Qualls asked the board to support a resolution be sent to the state asking for a moratorium on state standardized testing be considered for the 2020-2021 school year. Jim Hudgins made the motion to approve the board supporting a moratorium on state standardized testing for this school year. Ronald Gammons seconded the motion. On a voice vote, the motion was approved 5-0. Ronald Gammons also suggested that request be sent to our state representatives.

Misty Shelton asked the board to approve the compliance report. Jane Herron made a motion to approve the compliance report. Steve Gianakos seconded the motion. On a voice vote, the motion was approved 5-0.

Misty Shelton asked the that board policy 6.409 be approve. Ronald Gammon made a motion to approve the policy. The motion was seconded by Jim Hudgins. On a voice vote, the motion was approved 5-0.

Misty Shelton asked that board policies 5.200, 5.201, 5.202, 5.302, 5.303, 5.304, and 5.305 on second reading.

Jim Hudgins made a motion to approve the board policies on second reading. Ronald Gammons seconded the motion. on a voice vote, the motion was approved 5-0.

Misty Shelton also asked the board to approve board policies 5.4400 and 5.603 that were up for review. Jim Hudgins made a motion to approve the policies up for review (5.400 and 5.603). Ronald Gammons seconded the motion. on a voice vote the motion was approved 5-0.

No announcements were given.

Ronald Gammons made a motion to adjourn. Jim Hudgins seconded the motion. The motion passes 5-0.

The meeting was adjourned at 7:45 p.m.

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

Jim Hudgins made a motion to approve the agenda. Jane Herron seconded the motion.

The Hickman County Board of Education will meet in regular session on Monday, December 7, 2020, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of November 2, 2020 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
  - A. Employee of the Month--Steve Gianakos
  - B. Athletes Performing at the State Level--Jane Herron
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. Family Resource Center Mid-Year Report--Family Resource Center Directors
- VIII. Items Requiring Board Action
  - A. Budget Amendments--Business Officer
  - B. Request To Declare Surplus Property--Director of Special Programs
  - C. Playground Equipment Bid Approval--Business Officer
  - D. Revised Board Policies 5.200, 1.901, 4.401, 6.303, 6.405 (1st Reading)--Director of Accountability
  - E. Revised Board Policy 5.501 (2nd Reading)--Director of Accountability
  - F. Board Policy Review 5.605--5.803--Director of Accountability
- IX. Announcements--Board Retreat
- X. Adjourn

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

Coach Aaron Taylor, EHHS Athletic Director, was recognized by Steve Gianakos as the Employee of the Month.

The Board of Education recognized the accomplishments of the cross country runners from the East Hickman schools that competed at the state level of competition.

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

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: November 24, 2020  
RE: December Director's Report

**Leave of Absence**

Professional

Elizabeth Roberson  
Emily Mobley

December 14, 2020-February 21, 2021 (FMLA)

Support Staff

**Hiring**

Professional

Brandi Cramer

Nurse

Support Staff

Donna Roberts

Bus Driver

Ron Hull, Jr

Mechanic

Amanda Cochran

Food Service

Lucindi Johnston

Substitute

William McDonald

Substitute

Joy Randolph

Substitute

Sara Brown

Substitute

Marilyn Herbison

Substitute

Faryn Matney

Substitute

Madelyn Owens

Substitute

Alex Seagraves

Substitute

Jessica Simpson

Substitute

**Resignation**

Professional

Support Staff

Kaitlyn Loveless

EHMS Part-Time

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Stacia Anglin

CES Assistant Principal to Alternative School Teacher

Support Staff

**Appointment**

Professional

Support Staff

**Open Positions**

1 Secondary Personal Finance/ Economics Position

1 Secondary Math Position

2 Special Education Positions

2 Secondary Science Positions

1 Alternative Learning Environment Position

Bus Drivers

\*denotes a relationship under the nepotism policy 1.108  
The prospective employee(s) is duly qualified to occupy the position.

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

Steve Gianakos made a motion to accept the financial report. Tim Hobbs seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the Family Resource Center Mid-Year Report. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Jim Hudgins made a motion to approve budget amendments 8-10, which also included the grant purchases of additional reading materials and a \$41,000 network upgrade purchase approved at the November meeting through a grant. Tim Hobbs seconded the motion.

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

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

Steve Gianakos made a motion to approve the request to declare a copy machine as surplus property. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0 with 2 absent.

Jane Herron made a motion to approve a school to utilize funding from a grant to purchase playground equipment through a bid for \$11,895.00. Jim Hudgins seconded the motion.

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

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

Tim Hobbs made a motion to approve revised board policies 5.200, 1.901, 4.401, 6.303, and 6.405 on first reading. Jane Herron seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve revised board policy 5.501 on second reading. Jim Hudgins seconded the motion. On a voice vote, the motion was approved 5-0.

Steve Gianakos made a motion to approve the review and update of board policies 5.605-5.803 and to approve revised board policy 5.701 on first reading and be presented for 2nd reading at the January board meeting. On a voice vote, the motion was approved 5-0.

The board retreat was announced for January 23 from 8:00 a.m.-12:00 p.m.

The meeting was adjourned at 7:30 p.m.

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

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

The Hickman County Board of Education will meet in regular session on Monday, January 4, 2021, at 7:00 p.m. in Room 203 of the Central Office building. A work session will be held at 6:00 p.m. in Room 203 of the Central Office building.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Approval of December 7, 2020 Regular Board Meeting Minutes
- V. Approval of Agenda
- VI. Special Recognition
  - A. Employee of the Month--Ron Gammons
  - B. Athletes Performing at the State Level--Jim Hudgins
- VII. Communications to the Board
  - A. Director's Report--Director of Schools
  - B. Financial Report--Business Officer
  - C. Hickman County Annual Audit Report--Director of Schools
- VIII. Items Requiring Board Action
  - A. Budget Amendments--Business Officer
  - B. Board Policy 5.3051--Director of Schools
  - C. Revised Board Policy 6.500 (1st Reading)--Director of Accountability
  - D. Revised Board Policies 5.200, 1.901, 4.401, 6.303, 6.405, 5.701 (2nd Reading)-Director of Accountability
  - E. Board Policy Review 6.100--6.209--Director of Accountability
- IX. Announcements--Board Retreat--January 23, 2021--East Hickman Middle School Library
- X. Adjourn

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

Ron Gammons read a letter to recognize Amy Gossett, Ginni Smith, Kim McCaleb, and Marla Beard, the school nurses, as the Employees of the Month.

Mrs. Bryant announced that the athletic recognition would be scheduled for February since the athletes being recognized were involved in school activities.

Ron Gammons made a motion to accept the Director's Report. Tim Hobbs seconded the motion.

Memorandum

To: Board Members  
From: Michelle Gilbert  
Date: December 18, 2020  
RE: January Director's Report

**Leave of Absence**

Professional  
Support Staff

**Hiring**

Professional  
Crystal Litton CIS 4th Grade Interim  
Support Staff

**Resignation**

Professional  
Sarah King HCMS History  
Support Staff

**Retirement**

Professional  
Support Staff

**Transfers**

Professional  
Support Staff

**Appointment**

Professional  
Support Staff

**Open Positions**

1 Secondary Personal Finance/ Economics Position  
1 Secondary Math Position  
2 Special Education Positions  
2 Secondary Science Positions  
1 Alternative Learning Environment Position  
Bus Drivers

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

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

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

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

Aye

Nay

Pass

Absent

Amy Bryant

Ron Gammons

Steve Gianakos

Jane Herron

Tim Hobbs

Jim Hudgins

Vance Willis

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

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

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

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

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

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

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

Wednesday, January 27, 2021  
SPECIAL CALLED BOARD MEETING MINUTES

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

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

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

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

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

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

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

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

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

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

Ron Gammons made a motion to adjourn the meeting. Vance Willis seconded the motion. On a voice vote, the motion was approved 6-0. The meeting was adjourned at 6:11 p.m.



**AMY BRYANT**  
9589 S. Lick Creek Rd., Lyles, TN 37098

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

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

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

**JANE HERRON**  
1222 Hwy 100., Centerville, TN 37033

**STEVE GIANAKOS**  
9792 Dogwood Dr., Bon Aqua, TN 37025

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

**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

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

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

January 27, 2021

Dear Board Members:

The 2020-2021 school year has provided challenges and opportunities for our schools. It is an honor to recommend someone for Employee of the Month that has served our school system in multiple roles.

Driving a school bus is both difficult and rewarding, and COVID-19 has made it difficult to continue to run our bus routes safely. At times, drivers are unable to drive and drivers will cover for each other in order to make sure that students are able to be transported to and from school.

Educational assistants have also worked tirelessly to serve students and meet their needs based on their individual goals and services. They work together with other assistants and teachers to make sure that students' needs are met, even if someone must be away from school.

Jennie Morley serves our school system as both a bus driver and educational assistant and has consistently covered bus routes as needed for other drivers without complaint and with a focus on doing what is best for students. She also works as an educational assistant in our schools and is a positive influence and role model for students.

We are thankful for her dedication to our students and her willingness to go above and beyond to help our schools. I am proud to nominate her as Employee of the Month.

Sincerely,

Michelle Gilbert



**AMY BRYANT**  
9589 S. Lick Creek Rd., Lyles, TN 37098

**JANE HERRON**  
1222 Hwy. 100., Centerville, TN 37033

**RONALD GAMMONS**  
6419 Rice Ln., Lyles, TN 37098

**STEVE GIANAKOS**  
9792 Dogwood Dr., Bon Aqua, TN 37025

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

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

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

**Michelle Gilbert**  
Director of Schools  
115 MURPHREE AVENUE  
CENTERVILLE, TN 37033

Memorandum

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

**Leave of Absence**

Professional

Sarah Routt  
Katelynn Lambdin  
Keith Boehms

April 5-May 17, 2021 (FMLA)  
April 14, 2021-end of 2020-2021 school year (FMLA)  
January 25, 2021-April 19, 2021 (FMLA)

Support Staff

**Hiring**

Professional

Support Staff

**Resignation**

Professional

Robbin Masters

EHHS Assistant Principal

Support Staff

Billie Jo Malugin  
Brittney Burgess  
Donnette Sealey  
Charles McNichols

Food Service  
Food Service  
Food Service  
Part-Time Mechanic

**Retirement**

Professional

Support Staff

**Transfers**

Professional

Support Staff

**Appointment**

Professional

Chris Seale

HCMS Volunteer Baseball Coach

Support Staff

**Open Positions**

1 Secondary Personal Finance/ Economics Position

1 Secondary Math Position

2 Special Education Positions

2 Secondary Science Positions

1 Alternative Learning Environment Position

1 Assistant Principal

1 Middle School Teacher

Bus Drivers

*Account Activity Summary*  
*Hickman*  
10/01/2020 - 12/31/2020

<i>Beginning Value - Investment Account</i>	\$	2,179,977.06
<i>Beginning Value - Alternative Invest. Acct.</i>	\$	142,335.87
<b>Total Beginning Value</b> <sup>1 See Definitions</sup>	<b>\$</b>	<b>2,322,312.93</b>
<b><i>Additions</i></b> <sup>2</sup>		
Contributions <sup>3</sup>	\$	-
Dividends & Interest <sup>4</sup>	\$	30,779.99
<b><i>Withdrawals</i></b> <sup>5</sup>		
TSBA Fee <sup>6</sup>	\$	(1,451.45)
MS Fees <sup>7</sup>	\$	(985.65)
System Distributions <sup>8</sup>	\$	-
<b><i>Unadjusted Investment Earnings</i></b> <sup>9</sup>	<b>\$</b>	<b>233,308.73</b>
<i>Ending Value - Investment Account</i>	\$	2,358,769.62
<i>Ending Value - Alternative Invest. Acct.</i>	\$	225,194.93
<b>Total Ending Value</b> <sup>10</sup>	<b>\$</b>	<b>2,583,964.55</b>

**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 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  
10/01/2020 - 12/31/2020*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		<b>Total Deposits</b>	<b>0.00</b>	

**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 Dividend & Interest Summary  
Hickman  
10/01/2020 - 12/31/2020

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/01/2020	Dividend	PGIM SHORT-TERM CORP BOND Z	734.63	Cash
10/01/2020	Dividend	BLACKROCK HIGH EQ INCOME INST	594.04	Cash
10/01/2020	Dividend	NUVEEN STRATEGIC INCOME INST	384.00	Cash
10/01/2020	Dividend	PUTNAM FLOATING RATE INC Y	151.50	Cash
10/02/2020	Dividend	VANGUARD INDEX FDS S&P 500 ETF	456.67	Cash
10/07/2020	Dividend	ISHARES GNMA BOND ETF	68.59	Cash
10/30/2020	Interest Income	MORGAN STANLEY BANK N.A.	1.12	Cash
11/02/2020	Dividend	PGIM SHORT-TERM CORP BOND Z	747.87	Cash
11/02/2020	Dividend	BLACKROCK HIGH EQ INCOME INST	461.90	Cash
11/02/2020	Dividend	NUVEEN STRATEGIC INCOME INST	386.45	Cash
11/02/2020	Dividend	PUTNAM FLOATING RATE INC Y	165.41	Cash
11/06/2020	Dividend	ISHARES GNMA BOND ETF	77.24	Cash
11/20/2020	LT Cap Gain	THORNBURG INTL GROWTH I	287.21	Cash
11/20/2020	ST Cap Gain	THORNBURG INTL GROWTH I	1,141.69	Cash
11/30/2020	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.18	Cash
11/30/2020	Interest Income	MORGAN STANLEY BANK N.A.	0.11	Cash
11/30/2020	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.37	Cash
11/30/2020	Interest Income	MORGAN STANLEY BANK N.A.	0.25	Cash
12/01/2020	Dividend	PGIM SHORT-TERM CORP BOND Z	735.94	Cash
12/01/2020	Dividend	BLACKROCK HIGH EQ INCOME INST	494.01	Cash
12/01/2020	Dividend	NUVEEN STRATEGIC INCOME INST	366.71	Cash
12/01/2020	Dividend	PUTNAM FLOATING RATE INC Y	159.99	Cash
12/07/2020	Dividend	ISHARES GNMA BOND ETF	72.13	Cash
12/07/2020	LT Cap Gain	DELAWARE SMID CAP GROWTH INST	657.41	Cash
12/07/2020	ST Cap Gain	DELAWARE SMID CAP GROWTH INST	765.87	Cash
12/11/2020	Dividend	OAKMARK FUND ADVISOR	541.20	Cash
12/14/2020	LT Cap Gain	PGIM JENNISON GROWTH Z	13,086.70	Cash
12/14/2020	ST Cap Gain	PGIM JENNISON GROWTH Z	439.10	Cash
12/17/2020	LT Cap Gain	VICTORY RS VALUE Y	454.61	Cash
12/18/2020	Dividend	ISHARES CORE MSCI EAFE ETF	1,280.24	Cash
12/18/2020	Dividend	ISHARES CORE S&P U.S. GROWTH	368.18	Cash
12/18/2020	Dividend	ISHARES CORE S&P U.S. VALUE	925.72	Cash
12/18/2020	Dividend	AMERICAN EUROPACIFIC GRW F2	593.58	Cash
12/18/2020	Dividend	DWS SMALL CAP CORE S	85.76	Cash
12/21/2020	Dividend	JOHN HANCOCK DISPLND VAL INST	2,993.11	Cash
12/23/2020	Dividend	LAZARD EMRG MKT EQ BLEND INST	618.88	Cash
12/28/2020	Dividend	VANGUARD INDEX FDS S&P 500 ETF	481.25	Cash
12/31/2020	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.02	Cash
12/31/2020	Interest Income	MORGAN STANLEY PRIVATE BANK NA	0.34	Cash
12/31/2020	Interest Income	MORGAN STANLEY BANK N.A.	0.01	Cash
		<b>Total Dividends and Interest</b>	<b>30,779.99</b>	

**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 Fee Summary  
Hickman  
10/01/2020 - 12/31/2020*

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
10/07/2020	Service Fee	ADV FEE 10/01-10/31	-329.47	Cash
10/08/2020	CASH TRANSFER	FUNDS TRANSFERRED	-1,451.45	Cash
10/21/2020	Service Fee Adj	NET PLATFORM CREDIT	2.72	Cash
11/06/2020	Service Fee	ADV FEE 11/01-11/30	-315.09	Cash
12/07/2020	Service Fee	ADV FEE 12/01-12/31	-343.81	Cash
		<b>Total Withdrawals</b>	<b>-2,437.10</b>	

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

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

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## ESSER Allocation Planning Document--January 2021

ESSER 1.0 reallocation—\$440,000 remaining

Discussion for reallocation:

Covid leave extension costs

Substitute teacher costs from Covid and teleworking

Operational loss in food service recovery due to remote learning and fewer students in school

### Addressing Learning Loss

Currently a part of the legislative special session

Current bills would begin addressing in Summer 2021

Required to offer summer camp for grades rising 1st-5th grade and rising 6th-8th grades

Required to offer after school program

Will receive details and amount of funding on 2/5

Devices for student learning, teachers, and replacement needs

ESSER 2.0 Allocation— a little less than 3.5 million

- A. 1 temporary additional position to oversee management and reporting of grant funds of all ESSER funds (1.0 and 2.0) under local, state, and federal timelines--position filled July 2021-June 2023
- B. Facility improvement costs--gathering cost plan to share at the retreat
  1. Utilizing our assessments and engineers, we met with the group that assessed our facilities and provided recommendations to identify common projects in our facility plan that also address mitigation of COVID-19. Based on discussions with them, our recommendation is to prioritize the following projects: 1) HVAC systems and controls with fresh air and 2) doors and windows
  2. Would like to seek a contract with an engineering company to oversee the projects chosen and possibly a project manager to oversee the completion of the projects.
  3. The assessments for several schools showed need for HVAC controls, windows and doors, and plumbing waste, which should all be allowable under 2.0

Hickman County Board of Education  
 Budget Amendment No. 12  
 General Purpose (141)  
 February 1, 2021

Account	Description	Debit	Credit	Justification
72210 - 722	Regular Instruction Equip	\$ 2,360.00		To cover expenditures for Atrium Express - Library Tracking Software
72210 - 432	Library/Books & Media		\$ 2,360.00	
72210 - 355	Travel	1,000.00		To cover potential charges relating to Interpreters Services
72210 - 399	Other Contracted Services		1,000.00	
72250 - 722	Regular Instruction Equip	13,734.00		To cover ENA charges in excess of original estimate
72250 - 399	Other Contracted Services		13,734.00	
72110 - 355	Travel	500.00		To cover expenditures in excess of original estimate
72110 - 499	Other Supplies & Matlerials		500.00	
	<b>TOTALS</b>	<b>\$ 17,594.00</b>	<b>\$ 17,594.00</b>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**

**Hickman County Board of Education**  
**Budget Amendment No. 13**  
**Federal Programs (142)**  
**February 1, 2021**

Account	Description	Debit	Credit	Justification
47131 - - - 801	Revenue	\$ 4,593.65		
72130 - 524 - PD - 801	In-Service	10,000.00		Add'l Funds In Perkins and revision to original budget
72130 - 355 - C - 801	Travel	1.00		
71300 - 730 - - 801	Vocational Instruction Equip		14,594.65	
<b>TOTALS</b>		<u>\$ 14,594.65</u>	<u>\$ 14,594.65</u>	

**Approved:**

**Attest:**

**Amy Bryant**

**Michelle Gilbert**



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

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

**1st reading:**

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

**2nd reading:**

**Policy 6.500 Special Education Students–** TSBA has updated their model policy provision on restraint and isolation with additional information that aligns with state law. Model policy is recommended for adoption and included.

**Up for review:**

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

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

931-729-3391 ext. 2226

[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

# Hickman County Board of Education

Descriptor Term:

**Charter School Applications**

Descriptor Code:

**1.901**

Issued Date:

**01/04/21**

Rescinds:

**1.901**

Issued:

**11/04/19**

## 1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It  
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-  
4 13-106(b)(2).<sup>1</sup>

## 5 DEFINITION

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates  
7 within a public school district. It shall be subject to all state and federal laws and constitutional  
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national  
9 origin, religion, ancestry or need for special education services.

10 The purposes of charter schools are to:

- 11 1) Improve learning for all students and close the achievement gap between high and low  
12 students;
- 13 2) Provide options for parents to meet educational needs of students in high priority schools;
- 14 3) Encourage the use of different and innovative teaching methods, and provide greater decision-  
15 making authority to schools and teachers in exchange for greater responsibility for student  
16 performance;
- 17 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to  
18 reach proficiency on state academic assessments;
- 19 5) Create new professional opportunities for teachers; and
- 20 6) Afford parents substantial meaningful opportunities to participate in the education of their  
21 children.

## 27 APPLICATION PROCESS<sup>2</sup>

28 A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60)  
29 days prior to February 1<sup>st</sup> of the year preceding the year in which the proposed charter school plans to  
30 begin operation as a charter school.

31 A sponsor seeking board approval of an initial charter school application shall complete the forms  
32 provided by the Department of Education. The application shall provide all the information required by

1 shall include all aspects of the sponsor's approved application as well as any reporting requirements  
prescribed under state or federal laws.

3 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent  
4 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),  
5 whichever is less.<sup>5</sup>

6 Charter schools approved by the board of education are expected to implement the application as  
7 submitted and approved. Material variations in operations from the approved application require  
8 amendment pursuant to statute and the charter school agreement.<sup>6</sup>

9 The board should not be expected to provide services to charter schools that are not requested during  
10 the application process except for those services that are required under state or federal laws. Services  
11 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The  
12 board and charter school shall execute a service contract for any additional services.

13 New public charter school agreements are approved for a ten-year period.<sup>7</sup> The board may revoke or  
14 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-  
15 122.<sup>8</sup>

## 16 Denial

17 Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within  
18 which to submit an amended application to correct the deficiencies. The Board shall have sixty (60)  
19 calendar days either to deny or to approve the amended application, or the application shall be deemed  
20 approved by state law.<sup>4</sup>

21 Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter  
22 School Commission.<sup>9</sup>

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### Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01
3. TCA 49-13-110
4. TCA 49-13-108; TRR/MSS 0520-14-01
5. TCA 49-13-128
6. TRR/MS 0520-14-01-06; TCA 49-13-110
7. TCA 49-13-110
8. TCA 49-13-122
9. TCA 49-13-108(b)(5)



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

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

**1st reading:**

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**2nd reading:**

**Policy 6.500 Special Education Students–** TSBA has updated their model policy provision on restraint and isolation with additional information that aligns with state law. Model policy is recommended for adoption and included.

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- 6.300- Code of Behavior and Discipline
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- 6.305- Student Concerns
- 6.306- Conduct
- 6.307- Drug-Free School
- 6.3071- Student Alcohol and Drug Testing
- 6.308- Bus Safety and Conduct
- 6.309- Zero Tolerance Offenses

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

931-729-3391 ext. 2226

[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

fax 931-729-3834

# \* Model Policy \*

<a href="#">Click here to choose a school board.</a>			
<b>Monitoring:</b> <b>Review: Annually, in April</b>	<b>Descriptor Term:</b> <h2 style="text-align: center; margin: 0;">Special Education Students</h2>	<b>Descriptor Code:</b> <h3 style="text-align: center; margin: 0;">6.500</h3>	<b>Issued Date:</b>
		<b>Rescinds:</b>	<b>Issued:</b>

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

Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.<sup>2</sup>

Students receiving special education services shall not be restrained except as permitted by state law and regulations.<sup>3,4</sup> The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.<sup>4</sup>

---

**Legal References**

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

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**Cross References**

- Special Education 4.202  
 Compulsory Attendance Ages 6.201  
 Alternative Education 6.319

# Hickman County Board of Education

	Descriptor Term: <b>Code of Behavior and Discipline</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>02/03/20</b>
		Rescinds: <b>6.300</b>	Issued: <b>11/05/18</b>

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

3 These school rules will apply:

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

## 10 OFFENSES

## PUNISHMENT

### 11 ZERO TOLERANCE OFFENSES

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

**Mandatory 1 year expulsion**

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

**Mandatory 1 year expulsion**

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

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

**Principal Discretion**

## 8 **OTHER OFFENSES**

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

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

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

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

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

**5 day suspension**

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

**30 day suspension**

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

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

19  
20  
21  
22 **Alcohol:** Possessing, acquiring, attempting to acquire,  
23 consuming, being under the influence of, selling or  
24 attempting to sell, distributing or transmitting alcoholic  
25 beverages.

26 **Other Weapon Offenses:** A student shall not knowingly  
27 possess, handle, or transmit oleoresin capsicum (pepper  
28 spray), a knife with blade less than 2 1/2 inches in length  
29 or a weapon replica. An exception applies to weapon  
30 replicas when school authorities specifically authorize the  
31 use of weapon replicas in instances such as the color guard,  
32 a prop in a school play, and the like.

33 **Threats:** A threat communicated verbally or demonstra-  
34 tively to inflict physical or other harm on any school

***Punishment for Tobacco Use or Possession:***

**First Offense:** 2 days in-school suspension

**Second Offense:** 3 days in-school suspension

**Third Offense:** 5 days in-school suspension

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

***Punishment for non-tobacco smoking:***

10 days suspension

**30 days suspension or alternative school placement**

**First Offense:** 5 day suspension or alternative school placement.

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

**Principal Discretion**

1 employee, any other person acting in an official capacity  
2 on behalf of the school, or any other student. To be a  
3 violation of this rule, the threat must be one which would  
4 cause a person to reasonably fear imminent bodily injury.

5 **Dress Code Violations**

**First Offense:** 1 day in-school  
suspension or school-issued  
uniform

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

12 **Cell Phone Violations**

**Principal Discretion**

13 **Damage to Property or Persons** including vandalism or  
14 or damage resulting of misuse or destruction of school  
15 property.

**Principal Discretion plus restitu-  
tion**

16 **Fighting**

**Principal Discretion**

17 **Lying or Cheating**

**Principal Discretion**

18 **Failure to Obey Staff**

**Principal Discretion**

19 **Disruption of School**

**Principal Discretion**

20 **Hazing:** Any intentional or reckless act, on or off  
21 school property, by a student, that endangers the mental  
22 or physical health or safety of that student, or that induces  
23 or coerces a student to endanger such student's mental or  
24 physical health or safety.

**Principal Discretion**

25 **Disrespect for School Employees or Other Students**

**Principal Discretion**

26 **Disruptive Behavior**

**Principal Discretion**

27 **Gambling**

**Principal Discretion**

28 **Attendance:** Skipping any amount of school or

**Principal Discretion**

1 leaving school without permission

2 **Inappropriate Language**

**Principal Discretion**

3 **Forgery:** Forging an official note to/from school

**Principal Discretion**

4 **Littering**

**Principal Discretion**

5 **Off-Campus Criminal Behavior:** Off-campus criminal  
6 behavior which results in the student's being charged with  
7 a felony when the student's continued presence in school  
8 poses a danger to persons or property or disrupts the  
9 educational process.

**Principal Discretion**

10 **Other Off-Campus Behavior:** A violation of any school  
11 rule off-campus when the conduct is potentially or actually  
12 disruptive to the school environment, its educational  
13 purpose, or constitutes a threat to the health, safety, or  
14 welfare of a student or students and/or school personnel.

**Principal Discretion**

15 **Other Inappropriate Behavior**

**Principal Discretion**

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

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

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

25 **Safe Harbor Provision:**

26 1. A student may approach a school official and voluntarily surrender an object, the possession of which  
27 is prohibited by these rules, provided the object is one that the student could lawfully possess off

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

# Hickman County Board of Education

Descriptor Term:

## Rights and Responsibilities of Students

Descriptor Code:  
**6.301**

Issued Date:  
**11/05/18**

Rescinds:  
**6.301**

Issued:  
**08/02/99**

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

3 Each student has the right to:

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

11 Each student has the responsibility to:

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

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

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Legal References

1. 20 USCA § 1703

# Hickman County Board of Education

	Descriptor Term: <b>Procedural Due Process</b>	Descriptor Code: <b>6.302</b>	Issued Date: <b>11/05/18</b>
		Rescinds: <b>6.302</b>	Issued: <b>08/02/99</b>

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

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

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

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

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## Legal References

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

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## Cross References

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

# Hickman County Board of Education

	Descriptor Term: <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>01/04/21</b>
		Rescinds: <b>6.303</b>	Issued: <b>02/04/19</b>

## 1 INTERROGATIONS BY SCHOOL PERSONNEL

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

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

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

## 14 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

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

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

## 22 POLICE-INITIATED INTERROGATIONS

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

## 1 SEARCHES BY SCHOOL PERSONNEL

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

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

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

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

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

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

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

### 3 **USE OF ANIMALS**

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

### 7 **SEARCHES BY POLICE**

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

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

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

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

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

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

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

1

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**Legal References**

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

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**Cross References**

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

# Hickman County Board of Education

	Descriptor Term:  <b>Use of Metal Detectors</b>	Descriptor Code: <b>6.3031</b>	Issued Date: <b>11/05/18</b>
		Rescinds: <b>6.3031</b>	Issued: <b>08/02/99</b>

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

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

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

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

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

# Hickman County Board of Education

	Descriptor Term: <b>Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>07/06/20</b>
		Rescinds: <b>6.304</b>	Issued: <b>11/05/18</b>

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

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

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

## 14 **DEFINITIONS<sup>4</sup>**

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

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

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

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

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

1 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees  
2 of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>5</sup>

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

## 6 **COMPLAINTS AND INVESTIGATIONS**

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

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

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

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

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

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

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

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

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

#### 4 **RESPONSE AND PREVENTION**<sup>10</sup>

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

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

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

#### 14 **REPORTS**

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

19 By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying  
20 cases brought to the attention of school officials during the prior academic year. The report shall also  
21 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be  
22 presented to the board of education at its regular July meeting, and it shall be submitted to the state  
23 department of education by August 1.<sup>12</sup>

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

#### 26 **RETALIATION AND FALSE ACCUSATIONS**

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

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

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**Legal References**

1. TCA 49-6-4503(a), (b)(3)
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)
15. 20 USCA §§ 1681 to 1686

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**Cross References**

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Staff-Student Relations 5.610  
Student Goals 6.100  
Student Complaints and Grievances 6.305  
Discipline Procedures 6.313  
Student Concerns 6.305  
Reporting Child Abuse 6.409  
Student Suicide Prevention 6.415

# Hickman County Board of Education

	Descriptor Term: <b>Title IX &amp; Sexual Harassment</b>	Descriptor Code: <b>6.3041</b>	Issued Date: <b>08/03/20</b>
		Rescinds:	Issued:

## 1 *General*

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

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

## 12 **TITLE IX COORDINATOR**<sup>5</sup>

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

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

17 Director of Accountability

18 115 Murphree Ave.

19 931-729-3391 Ext. 2226

20 misty.shelton@hickmank12.org

## 21 **DEFINITIONS**<sup>4</sup>

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

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

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

- 1 1. A school district employee conditioning an aid, benefit, or service of an education program or  
2 activity on an individual's participation in unwelcome sexual conduct;
- 3
- 4 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and  
5 objectively offensive that it effectively denies a person equal access to the education program  
6 or activity; or
- 7 3. Sexual assault,<sup>6</sup> dating violence,<sup>7</sup> domestic violence,<sup>8</sup> or stalking<sup>9</sup> as defined in state and federal  
8 law.

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

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

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

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

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

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

## 38 **GRIEVANCE PROCESS**

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

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

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

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

## 21 **Complaints**

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

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

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

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

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

### 3 **Investigations**<sup>16</sup>

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

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

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

16 All investigations shall:

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

1 Within the parameters of the federal Family Educational Rights and Privacy Act,<sup>18</sup> the Title IX  
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation  
3 process. At the close of the investigation, a written final report on the investigation will be delivered to  
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the  
5 Director of Schools.

#### 6 **Determination of Responsibility**<sup>19</sup>

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding  
8 responsibility is made at the conclusion of the grievance process.<sup>20</sup> The preponderance of evidence  
9 standard shall be used in making this determination.<sup>21</sup>

10 The Director of Schools shall act as the decision-maker. He/she shall receive the final report of the  
11 investigation and allow each party the opportunity to submit written questions that he/she wants asked  
12 of any party or witness prior to the determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written  
14 determination to the parties simultaneously along with information about how to file an appeal.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and  
16 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to  
17 and including termination.

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant  
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine  
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

#### 21 **APPEALS**<sup>22</sup>

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that  
23 affected the outcome, new evidence that was not reasonably available at the time of the determination  
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or  
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX  
26 Coordinator within ten (10) days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written  
32 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing  
33 the result of the appeal and the rationale for the result. The written decision shall be provided  
34 simultaneously to both parties.

## 1 RETALIATION<sup>23</sup>

- 2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to  
3 participate in any investigation of an act alleged in this policy is prohibited.

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### Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

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### Cross References

- Section 504 and ADA Grievance Procedures 1.802  
 Discrimination/Harassment of Employees (Sexual, Racial,  
 Ethnic, Religious) 5.500  
 Complaints and Grievances 5.501  
 Staff-Student Relations 5.610  
 Code of Conduct 6.300  
 Student Discrimination, Harassment, Bullying, Cyber-  
 bullying, and Intimidation 6.304  
 Reporting Child Abuse 6.409

# Hickman County Board of Education

	Descriptor Term: <b>Student Concerns</b>	Descriptor Code: <b>6.305</b>	Issued Date: <b>08/03/20</b>
		Rescinds: <b>6.305</b>	Issued: <b>11/05/18</b>

1 Decisions made by school personnel, such as aides, teachers, or assistant principals, which students  
2 believe are unfair or in violation of pertinent policies of the Board or individual school rules may be  
3 appealed to the school principal/designee. To appeal, students shall contact the principal's office in their  
4 school and provide their name, the issue, and the reason for their appeal on a printed form available at  
5 the school office within two (2) days. The appeal shall be decided confidentially and promptly, preferably  
6 within five (5) school days.

7 However, if the principal does not make a decision within five (5) school days, students or  
8 parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the  
9 central office. The information provided should include the student's name, the school, and a description  
10 of the problem.

11 An investigation and decision shall be made within two (2) school days and communicated to the school  
12 principal and student by telephone. A written copy of the decision also shall be sent to the student and  
13 the principal.

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## Cross References

Appeals To & Appearances Before the Board 1.404  
Instructional Program 4.100  
Student Discrimination, Harassment, Bullying, Cyber-  
bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041

# Hickman County Board of Education

	Descriptor Term: <b>Student Conduct</b>	Descriptor Code: <b>6.306</b>	Issued Date: <b>11/05/18</b>
		Rescinds: <b>6.306</b>	Issued: <b>09/10/01</b>

1 The staff is authorized to take reasonable measures to establish appropriate school behavior. Any  
2 professional employee shall have the authority to control the conduct of any student while under the  
3 supervision of the school system.<sup>1</sup> This authority shall extend to all activities of the school, including all  
4 games and public performances of athletic teams and other school groups, trips, excursions and all other  
5 activities under school sponsorship and direction.

6 Such measures may include the use of reasonable force to restrain or correct students and maintain order.

7 A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or  
8 any other conduct which causes the disruption, interference or obstruction of any school purpose while  
9 on school property, in school vehicles or buses, or at any school-sponsored activity, function or event,  
10 whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

11 Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated.  
12 Students shall not engage in conduct that has the effect of unreasonably interfering with another student's  
13 academic development or that creates a hostile or offensive learning environment.

14 A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to  
15 suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.<sup>2</sup>

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#### Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401

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#### Cross References

Suspension/Expulsion/Remand 6.316

# Hickman County Board of Education

Descriptor Term: <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date: <b>11/05/18</b>
	Rescinds: <b>6.307</b>	Issued: <b>06/03/02</b>

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a  
2 "Drug Free" community, the Board's plan for dealing with alcohol and drugs<sup>1</sup> shall include the  
3 following:

- 4 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 5 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 6 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered  
7 "high risk" to agencies and other sources of appropriate help;
- 8 4. Effective working relationships with appropriate community agencies, such as alcohol/drug  
9 service providers, law enforcement agencies and judicial officials.

10 Through the use of state guidelines the director of schools shall be responsible for:

- 11 1. Developing and implementing an appropriate curriculum on alcohol and drug education for  
12 students;
- 13 2. Providing adequate information and training for all staff personnel as appropriate to their  
14 responsibilities;
- 15 3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup> ;
- 16 4. Developing administrative rules and guidelines for the school system to effectively respond to  
17 alcohol and drug situations that may occur at school or school-sponsored events; and
- 18 5. Providing notification to parents and students that compliance with this policy is mandatory.

19 Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or  
20 alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or  
21 at any school-sponsored activity, function or event whether on or off school grounds. This includes but  
22 is not limited to abuse of inhalants and prescription drugs.<sup>3</sup>

23 Disciplinary sanctions will be imposed on students who violate standards of conduct required by this  
24 policy. Such sanctions will be consistent with local, state and federal laws, up to and including  
25 suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation  
26 program may also be recommended.

27 Information about drug and alcohol counseling and rehabilitation programs will be made available  
28 through the school office.

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Legal References

1. TRR/MS 0520-01-03-.08(2)(d)
2. 20 USCA § 7116
3. TCA 39-17-715; TCA 39-17-417
4. TCA 49-6-3401; TCA 49-6-4209

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Cross References

Drug-Free Workplace 1.804  
Zero Tolerance Offenses 6.309  
Suspension/Expulsion/Remand 6.316

# Hickman County Board of Education

	Descriptor Term: <b>Student Alcohol and Drug Testing</b>	Descriptor Code: <b>6.3071</b>	Issued Date: <b>11/05/18</b>
		Rescinds: <b>6.3071</b>	Issued: <b>10/03/16</b>

1 The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The  
2 distribution, abuse, or misuse of over the counter medications or other chemicals or substances is  
3 likewise prohibited. Students will be notified in writing at the beginning of each school year or at the  
4 time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.<sup>1</sup>  
5 The board will pay costs of any testing required pursuant to this policy.<sup>2</sup>

## 6 **Reasonable Suspicion Drug Testing**

7 Principals are authorized to order drug tests for individual students when there is a reasonable cause to  
8 believe that:<sup>3</sup>

- 9 1. A school board policy on alcohol and drug use has been violated;
- 10 2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;
- 11 3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
- 12 4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
- 13 5. Through observation or other reasonable information reported by a teacher, staff member or  
14 other student that a student is using and/or under the influence of drugs and/or alcohol on  
15 school property.

16  
17  
18  
19  
20 Prior to performing a drug test on a student based on reasonable suspicion, the following conditions  
21 must be met:

- 22 1. A particular student has violated school policy;
- 23 2. The test will yield evidence of the violation of school policy or will establish that a student  
24 either was impaired due to drug use or did not use drugs;
- 25 3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline,  
26 safety, supervision and education of students;
- 27 4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal  
28 prosecution; and
- 29 5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall  
30 be the Assistant Principal.
- 31  
32  
33

1 Upon receiving reasonable information, the principal shall take the following steps:

- 2 1. Call the student into the principal's office or another private place;
- 3
- 4 2. Summon an appropriate qualified witness;
- 5
- 6 3. Discuss with the student the basis for the determination that a test is necessary;
- 7
- 8 4. Inform the student of the procedures which shall be followed in administering the test;
- 9
- 10 5. Notify the parent or guardian of the student of the impending test; and
- 11
- 12 6. Give the student an opportunity to decline the test and inform the student that if the test is not
- 13 taken the penalty shall be suspension from school and a hearing before the disciplinary hearing
- 14 authority.

#### 15 **Random Drug Testing of Students Participating in Extracurricular Activities<sup>4</sup>**

16 Students involved in any voluntary extracurricular activities shall be subject to random drug tests.  
17 Parents and students will be informed of this policy prior to participation and shall sign a consent to the  
18 drug testing and a release of information as a condition of participation.

19 Extracurricular activity is defined as voluntary participation in activities not falling within the scope of  
20 regular curriculum and carrying no academic credit. This includes participating in athletic programs,  
21 cheerleading, band, clubs, student leadership positions, etc.

22 Prior to performing a random drug test on a student participating in extracurricular activities, the  
23 following conditions must be met:

- 24 1. The test will yield evidence of the violation of school policy or will establish that a student  
25 either was impaired due to drug use or did not use drugs;
- 26
- 27 2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline,  
28 safety, supervision and education of students;
- 29
- 30 3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal  
31 prosecution; and
- 32
- 33 4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall  
34 be the Assistant Principal.

35 No student who tests positive under a random drug testing program shall be suspended or expelled  
36 from school solely as the result of the positive test.<sup>5</sup>

#### 37 **Drug Testing Process**

1 The appropriately qualified and trained witness shall take the student to a designated place in the  
2 school and collect a specimen from the student. The specimen shall be taken in a manner which will  
3 ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide  
4 maximum privacy to the tested student.

5 The type of specimen taken shall depend on the substance in question and the test performed on the  
6 specimen shall be appropriate for accurate detection of the substance in question. Once taken, the  
7 principal shall give the specimen an identifying number which in no way will reveal the identity of the  
8 student.

9 The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee  
10 Department of Health and Environment and designated by the Board. Specimens shall be retained for  
11 ten (10) days.<sup>6</sup>

12 Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one  
13 of the following:<sup>7</sup>

- 14 1. If the results of the analysis are negative, they shall be reported as negative and all evidence of  
15 the individual test, including all records in the school that the test was ordered and the reasons  
16 therefore, shall be destroyed and expunged.  
17
- 18 2. If the results of the analysis are positive, the student and parents or guardian shall be given the  
19 written notice of the result. All records of the test, request for a test or indication a student has  
20 been tested shall be confidential student records in accordance with state law. The Hickman  
21 County School System is not responsible for student treatment expenses incurred as a result of  
22 positive drug and/or alcohol test administered by the school district.

23 The board will provide students testing positive an assessment to determine the severity of the  
24 student's alcohol and drug problem and a recommendation for referral to intervention or treatment  
25 resources as appropriate.<sup>8</sup>

## 26 **Penalties**

27 Each confirmed incident will result in a referral to the Youth Services Officer (YSO).

28 First offense students will be suspended from all extra-curricular activities for one calendar year.

29 Second offense students will be suspended from all extra-curricular activities for duration of time  
30 enrolled or reenrolled in the Hickman County school system.

31 Malicious use of authority granted by this policy by any school personnel may be grounds for  
32 dismissal.<sup>9</sup>

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### Legal References

1. T.C.A. 49-6-4213(a)(1)

2. T.C.A. 49-6-4213(a)(2)(G)
3. T.C.A. 49-6-4213(a)(1)
4. T.C.A. 49-6-4213(a)(2)
5. T.C.A. 49-6-4213(k)(2)
6. T.C.A. 49-6-4213(d)
7. T.C.A. 49-6-4213(j)-(k)
8. T.C.A. 49-6-4213(l)
9. T.C.A. 49-6-4213(m)

# Hickman County Board of Education

Descriptor Term: <b>Bus Conduct</b>	Descriptor Code: <b>6.308</b>	Issued Date: <b>10/07/19</b>
	Rescinds: <b>6.308</b>	Issued: <b>11/05/18</b>

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school  
2 bus except students assigned to that bus or parents of students or other persons with lawful and valid  
3 business on the bus.<sup>1</sup>

4 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus  
5 in a manner consistent with the established standards for safety and classroom behavior.

6 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable  
7 directions given by him/her shall be followed. A driver may remove a student in the event that the driver  
8 finds it necessary for the safety of the other student passengers or the driver, provided that the driver  
9 secures the safety of the ejected student for the uncompleted trip. A driver shall report to school  
10 authorities as soon as possible, but no later than the end of the route, any student refusing to obey the  
11 driver or exiting the bus without the driver's permission at a point other than the student's destination  
12 for that trip.<sup>2</sup>

13 The principal of the student transported shall be informed by the bus driver of any serious discipline  
14 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding  
15 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if  
16 he/she disobeys state or local rules and regulations pertaining to student transportation.

17 The suspension of a student from riding the school bus shall follow the same procedures as for any other  
18 school suspension.

19 Any student who gets off the bus at any point between the pick-up point and school must present the bus  
20 driver with a note of authorization from the parent or the principal of the school that the student attends.

21 Any student wishing to ride a bus other than his/her designated bus must have written parental permission  
22 and the approval of the principal or his/her designee.

23 Students who transfer from bus to bus while enroute to and from school shall be expected to abide by  
24 the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

## 25 USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

26 Cameras or video cameras may be used to monitor student behavior on school buses transporting  
27 students to and from school or extracurricular activities. Photographs and video footage shall be used  
28 only to promote the order, safety, and security of students, staff, and property.

1 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with  
2 established board policy governing student conduct and discipline.

3 The district shall comply with all applicable state and federal laws related to photographs and video  
4 footage.<sup>3</sup> These materials shall be maintained for five (5) days. Parent(s)/guardian(s) may submit  
5 requests to view photographs and video footage to the Director of School/designee, and a time shall be  
6 arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are  
7 provided the opportunity to review photographs and video footage.<sup>4</sup>

8 The Director of Schools shall develop procedures governing the use of cameras and video cameras in  
9 accordance with the provisions of state and federal law and established board policies.  
10

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Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

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Cross References

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Code of Conduct 6.300  
Student Records 6.600  
Annual Notification of Rights 6.601  
Inspection and Correction Procedure 6.602

# Hickman County Board of Education

Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>02/04/19</b>
	Rescinds: <b>6.309</b>	Issued: <b>11/05/18</b>

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

## 2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school  
4 buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds  
5 at a school-sponsored activity, function or event.<sup>1</sup>

6 Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or  
7 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury  
8 or anything that in the manner of its use or intended use is capable of causing death or serious bodily  
9 injury.<sup>2</sup>

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

11 *Firearms (as defined in 18 U.S.C. § 921)*<sup>3</sup>

12 In accordance with state law, any student who brings or possess a firearm on school property shall be  
13 expelled for a period of not less than one (1) calendar year. The director of schools shall have the  
14 authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

## 15 **DRUGS**

16 In accordance with state law, any student who unlawfully possesses any drug including any controlled  
17 substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director  
18 of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

## 19 **ASSAULT**<sup>5,6</sup>

20 In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102  
21 upon any teacher, principal administrator, any other employee of the school or school resource officer  
22 or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or  
23 SRO shall be expelled for a period of not less than one (1) calendar year. The director of schools shall  
24 have the authority to modify this expulsion requirement on a case-by-case basis.<sup>4</sup>

1    **ELECTRONIC THREATS**

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

7    **NOTIFICATION**

8    When it is determined that a student has violated this policy, the principal of the school shall notify the  
9    student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.<sup>7</sup>

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Legal References

1. TCA 39-17-1309(b)
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)
4. TCA 49-6-4216(b); TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1); Public Acts 2018, Chapter No. 958
7. TCA 49-6-4209; TCA 39-17-1312

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Cross References

Drug-Free Schools 6.307  
Discipline Procedures 6.313  
Suspension/Expulsion/Remand 6.316

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Boys Soccer

Account Number \_\_\_\_\_

Proposed fundraising activities: Krispy Kreme Doughnuts

Purposed Uses of funds raised: Ref Fees

Expected Student involvement (school-wide or specific school organization): Team Only

Method by which school will receive profit: Cash

Requested by: Woodell Gordon - H. Coach  
Name/Title

1-13-21  
Date

Approved by: Muelh Beaman  
Principal

1-13-21  
Date

Approved by: Don Grubb  
Director of Schools\*

1/13/21  
Date

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

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Cosmetology

Account Number 817

Proposed fundraising activities: Selling Tennis Tumblers /book of  
Items such as jewelry/candles from January 19-26

Purposed Uses of funds raised: consumable salon supplies

Expected Student involvement (school-wide or specific school organization): Cosmetology  
Students

Method by which school will receive profit: check of 100% profits

Requested by: EJ Com, Cosmetology Instructor 1/13/21  
Name/Title Date

Approved by: Michael Keom 1/13/21  
Principal Date

Approved by: Don J. Smith 1/13/21  
Director of Schools\* Date

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Softball

Proposed fundraising activities: Fan cloth

Purposed Uses of funds raised Softball expenses (we purchased

A piece of equipment last year to help condition the field before and  
after games, it needs some repairs) The cost of a new one was about 20K  
this one is repairable at a very min cost.  
Expected student involvement (school-wide or specific school organization) \_\_\_\_\_

Method by which school will receive profit A percentage of sales

60-150 items #4 per item 151-250 #6 per item 251-399 #8 400+ items #9

Requested by [Signature]  
Name/Title

Date 1/15/2021

Approved by [Signature]  
Principal

Date 1/15/21

Approved by [Signature]  
Director of Schools\*

Date 1/19/21

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Softball

Proposed fundraising activities: Tumbler Sale

Purposed Uses of funds raised Softball expenses (travel,  
umpires, field supplies)

Expected student involvement (school-wide or specific school organization) Softball players

Method by which school will receive profit We will make \$10 on every  
\$25 item and \$12 on every \$30 item

Requested by Todd Collins Date 11/15/2021  
Name/Title

Approved by Amber Beam Date 11/15/21  
Principal

Approved by Michelle Libert Date 1/19/21  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Softball

Proposed fundraising activities: Hourathon

Purposed Uses of funds raised Softball expenses (helmets, uniforms, bats, balls)

Expected student involvement (school-wide or specific school organization) Softball players

Method by which school will receive profit 70% of total profit

Requested by Todd Collins  
Name/Title

Date 1/15/2021

Approved by Michelle Bean  
Principal

Date 1/15/21

Approved by Michelle Heint  
Director of Schools\*

Date 1/19/21

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Class of 2022

Proposed fundraising activities: Earthday t-shirt sale  
(www.earthdayshirts.com)

Purposed Uses of funds raised  
activities senior year - graduation - senior  
trip - senior plaques for award's day.

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

Method by which school will receive profit from sale of shirt

Requested by Tracy Pate  
Name/Title

Date 1/20/2021

Approved by Michael Beum  
Principal

Date 1/20/21

Approved by Michelle Hovert  
Director of Schools\*

Date 1/21/21

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

Exhibit 1

### PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Krispy Kreme

Proposed fundraising activities: Selling Donuts

Purposed Uses of funds raised Buy Jerseys

Expected student involvement (school-wide or specific school organization) ETHMS Soccer

Method by which school will receive profit Cash & Check

Requested by Sgt. Christy / Coach Date 1/19/2021  
Name/Title

Approved by Bryan Craft Date 1/19/2021  
Principal

Approved by Michelle Hebert Date 1/20/21  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Library (EHIS)

Proposed fundraising activities: online Book Fair

Purposed Uses of funds raised used for purchasing  
Library resources for students/teachers.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
N/A sell to students

Method by which school will receive profit Scholastic will collect  
funds digitally and send to school upon completion

Requested by Derek L Hale Date 1-4-2021  
Name/Title

Approved by Marcy Tidwell Date 1-5-21  
Principal

Approved by Dan Qualk Date 1/13/21  
Director of Schools\*

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**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Library (EHIS)

Proposed fundraising activities: School Store (school supplies, novelties, snacks, drinks, etc.)

Purposed Uses of funds raised purchasing resources for library to benefit both students & teachers.

Expected student involvement (school-wide or specific school organization) sell to students.

Method by which school will receive profit librarian will collect money weekly.

Requested by Derek Hale  
Name/Title

Date 1-4-2021

Approved by Marcy Tidwell  
Principal

Date 1-5-21

Approved by Michelle Gilbert  
Director of Schools\*

Date 1/20/21

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

\* approved with nutritional stipulations attached



Debbie Breece <debbie.breece@hickmank12.org>

**EHIS Library School Store Fundraiser**

1 message

Dereck Hale <dereck.hale@hickmank12.org>  
To: debbie.breece@hickmank12.org

Thu, Jan 14, 2021 at 12:41 PM

Good Afternoon!

I am emailing in response to your question about the school store request. I had initially intended the school store to provide students/teachers with access to school supplies (including pencils, erasers, notebooks, pencil cases, etc.) and snacks/drinks (when available) to students who may not have a snack for the day of sale or wish to purchase something from the store versus bringing one from home. I had hoped to sell a variety of sweets, candies, chips, etc. The store would be "open" in the afternoons at least one day a week (Monday or Friday) from 2:00 p.m. - 3:00 p.m. If there are regulations regarding the types of snacks/drinks I need to follow, please let me know.

Thank you!



*Dereck Hale*

EHIS LIBRARIAN  
YEARBOOK SPONSOR



*Printed &*

*Snacks sold could not compete with cafeteria and must meet federal guidelines in board policy 3.500. Sharon Burns can provide specific guidance.*

Tennessee Internal School Uniform Accounting Policy Manual  
Applicable Laws and Exhibits - Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Yearbooks

Proposed fundraising activities: raise money for the  
general fund (Feb. 1 - until all are sold)

Purposed Uses of funds raised  
teacher supplies

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
Students will preorder yearbooks

Method by which school will receive profit yearbook cost \$15 per  
copy - school will make \$5 per book

Requested by Penny Wilson Teacher Date 1/6/2021  
Name/Title

Approved by Leigha Coble Date 1/7/2021  
Principal

Approved by Don Qualls Date 1/13/21  
Director of Schools\*

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Tennessee Internal School Uniform Accounting Policy Manual  
Applicable Laws and Exhibits – Appendix A

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Library

Proposed fundraising activities: Read-A-Thon (Feb. 22 - March 5)

We will be using a company called Read A-Thon to do the fundraiser.

Purposed Uses of funds raised  
ETES hasn't been able to do as many fundraisers this school year. The Read-A-Thon will bring in funds to help make up for that to benefit such programs as the library.

Expected student involvement (school-wide or specific school organization) \_\_\_\_\_  
This is a school-wide fundraiser.

Method by which school will receive profit The first check, which includes 80% of the profit, is sent the first Monday after it has been 10 days since the fundraiser ended. The remaining 20% is sent after credit cards have cleared.

Requested by Rebekah Sorensen, School Librarian Date January 15, 2021  
Name/Title

Approved by Reigha Coble Date 1/19/21  
Principal

Approved by Michelle Hebert Date 1/19/21  
Director of Schools\*

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

# PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School  
7700 Hwy 7, Lyles, TN 37098  
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Class of 2021

Account Number 701

Proposed fundraising activities: see attached

Purposed Uses of funds raised: raise money to pay for graduation costs

Expected Student involvement (school-wide or specific school organization): customers will be students school-wide; however, seniors will be leading sales + delivery.

Method by which school will receive profit: via payment for the products

Requested by: Drew Smith, Library Media Specialist  
Name/Title 1/22/21  
Date

Approved by: Michael Beaman  
Principal 1/22/21  
Date

Approved by: Michelle Hewart  
Director of Schools\* 1/26/21  
Date

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**2021 Senior Class Valentines Fundraiser  
Destiny Shepherd**

**Proposal**

To sell Candy Grams for Valentines Day

**Purpose**

To raise money for the senior class. By selling and delivering during 3rd period, we hope to not disrupt class at all.

**Product**

- 1) To sell heart notes for \$1.00
  - a) A heart shaped note large enough to write a sentiment such as "will you be mine" from one student to another.
- 2) To sell balloons with a note for \$3.00
  - a) A foil balloon on a stick with a note as above.
- 3) To sell a heart note, balloon, and candy for \$4.00
  - a) The same as 1 and 2 simply adding candy.
  - b) Candy will be 5 Hershey's Kisses wrapped in cellophane or similar material tied neatly with curly ribbon
- 4) If allowable, parents could potentially purchase these to be delivered in school as well at the attendance window. (Not allowed in the school proper.) They will receive receipts with their order.

The product will be prepared and delivered by seniors.

**Timeline and Location**

- 1) Begin sale on February 1st. Begin filling orders on February 8th and end sales February 11th. Candy Grams will be delivered on Friday February 12th during 3rd period.
- 2) Sales will be conducted each day in the cafeteria and Mrs. Morgan's Bookstore.

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name East Hickman Middle Softball Team

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

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

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

Method by which school will receive profit cash, checks

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

Approved by Bryan Anghel Date 1/26/2021  
Principal

Approved by Michelle Helvert Date 1/28/2021  
Director of Schools\*

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name EHIS Library

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

Purposed Uses of funds raised purchasing books, teacher  
resources, etc. for use of EHIS <sup>teachers</sup> and <sup>students</sup>

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

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

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

Approved by Mary Sidwell Date 1-28-21  
Principal

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

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

**PROPOSED FUNDRAISING ACTIVITIES**

Fund/account name Student Council

Proposed fundraising activities: sell valentine items

Purposed Uses of funds raised  
Teacher Appreciation Week

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

Method by which school will receive profit Cash

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

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

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

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