

Tennessee Comprehensive Assessment Program (TCAP) Calendar 2023-24 School Year

Required TCAP Assessments

Assessment Name	Administration	Administration Window	Raw Scores Available By
TCAP End-of-Course (EOC)	Fall	Nov. 27 – Dec. 14, 2023	Dec. 30, 2023
TCAP Achievement (ACH) Grades 3-5 (Paper-Based)	Spring	April 15 – 30, 2024	May 20, 2024
TCAP ACH Grades 6-8 and TCAP EOC (Computer-Based)	Spring	April 15 – May 3, 2024	May 20, 2024
TCAP-Alternate Science & Social Studies (Alt) Grades 3-8 and EOC	Spring	March 11-April 26, 2024 (tentative)	May 20, 2024
TCAP-ALT ELA & Math	Fall	September 11 – December 22, 2023	TBD
TCAP-ALT ELA & Math	Spring	February 5 – May 17, 2024	TBD
TCAP Grade 2 (Optional)*	Spring	April 15 – 30, 2024	May 20, 2024
TCAP Grade 2-Alt (Optional)*	Spring	March 11-April 26, 2024	May 20, 2024

*Participation in the Grade 2 assessment is a district option and includes both the general education and alternate assessments.

Other Assessment Dates

Assessment Name	Administration	Administration Window
ACT	Fall 2023 Senior Retake	First Window: October 3-5 & 10-12 Second Window: October 17-19 & 24-26 Third Window: October 31- November 2 & 7-9
National Assessment of Educational Progress (NAEP) Field Test**	Fall	November 6 – 17, 2023
National Assessment of Educational Progress (NAEP)**	Spring	January 29 - March 8, 2024
Program for International Student Assessment (PISA)**	Spring	March/April 2024
WIDA ACCESS	Spring	Feb. 5 – March 29, 2024
ACT	Spring 2024 Junior Testing	First Window: March 12-15 & March 18-22 Second Window: March 26-29 & April 1-5 Third Window: April 9-12 & April 15-19
Teaching & Learning International Survey (TALIS)**	Spring	Spring 2024

**Only a small subset of schools will be selected for national and international assessments administered by the National Center for Education Statistics (NCES). Districts will be notified of selections in Summer 2022.

Assessment Calendar Expectations

This calendar has been developed in accordance with Tennessee Code Annotated 49-6-6001(f) and 49-1-617(b) requiring the Commissioner of Education to create a testing window that maximizes instructional time and returns raw scores before the end of the instructional term. Local Education Agency (LEA) instructional calendars may vary and are at the discretion of local boards of education. LEAs have the flexibility to determine local testing schedules that fall within available administration windows.

No later than July 31 of each year, each LEA must post on its website information about state mandated tests and tests mandated by the LEA that will be administered in the upcoming school year, as required by Tennessee Code Annotated 49-6-6007. Publicly posted information shall include the name of each test to be given, the purpose and use of the tests, the grade or class in which the tests are to be administered, the dates on which the tests will be administered, and how and when parents and students will be informed of all test results. LEAs are also required to disseminate the testing information to parents by placing the information in each school's student handbook, or other standard or policy guidebook that contains the policies and procedures of the school and is distributed annually. Specific information on the dates associated with preparations, data validation, and results returns for each state-administered assessment in this calendar document can be found in the *Assessment Milestones* document, which will be available in August. This calendar document includes dates provided by third-party assessment administration contractor(s) and is subject to change.

Hickman County Assessment Calendar 2023-2024

Name of assessment	Purpose and use	Grade/Class	Dates	Communication of Results
Aimsweb	Universal Screener and progress monitoring tool	K-8	Fall Benchmark - August 2-October 1 Winter Benchmark - January 1-February 4 Spring Benchmark - April 11-May 20 Tentative	Reports are shared with students and sent home to parents after each screener; Parents of RTI students receive progress monitoring information every 4 weeks
ACT Senior retake	To improve scores and help students meet the ACT requirement for the HOPE scholarship and avoid high school and postsecondary remediation	Grade 12	All Online: Window 1 - Standard and Accommodations October 3-5 & 10-12 Window 2: Standard and Accommodations October 17-19 & 24-26 Window 3: Standard and Accommodations October 31 - November 2 & November 7-9	Students will receive their score reports through their ACT account Districts and schools will receive individual student score reports and aggregate student information
NAEP	NAEP results—especially on the math and reading assessments that are given every two years—are widely	TBD	January 29th- March 8th	NAEP is not designed to show individual results. Since the first NAEP assessment in 1969, students' names have been kept completely

	reported and are an important national indicator of state-level and national progress of education. NAEP gives us a good sense of the direction the nation is moving and provides valuable data with long-term trends.			confidential. After students complete the assessment, their names are physically removed from the booklets and never leave their schools. Instead of reporting individual scores, NAEP reports overall results for the nation, the states, and for demographic groups of students.
ACCESS for ELs WIDA	To determine English proficiency levels and evaluate the effectiveness of the EL programs	K-12	February 5th-March 29th	Reports will be sent home to parents. Schools and districts also receive reports.
TCAP-ALT (MSAA & SCIENCE/SS)	Shows how students are progressing academically	3-11	March 11th-April 26th Tentative	Reports will be sent home to parents. Teachers and schools will receive reports.
TCAP-ALT (ELA & MATH)	Shows how students are progressing academically	K-12	February 5th-May 17th	Reports will be sent home to parents. Teachers and schools will receive reports.
ACT	Benchmark assessment to measure college and career readiness	11th	All Online: Window 1: Standard and Accommodations March 12-15 & March 18-22	Students will receive their score reports through their ACT account Districts and schools

				Window 2: Standard and Accommodations March 26-29 & April 1-5 Window 3: Standard and Accommodations April 9-12 & April 15-19	will receive individual student score reports and aggregate student information
Grade 2 Assessment	Measures performance at the end of their second grade year on Tennessee specific standards	Grade 2		April 15th-April 30th	Reports will be sent to parents by the fall of the following school year. Districts and schools will receive student and teacher reports
Grade 2 Alternate Assessment	Shows how students are progressing academically	2nd grade		March 11th- April 26th	Parents, teachers and schools will receive reports.
Portfolio assessment for Pre-k and Alternate growth for Kindergarten-2nd	Show growth in ELA and MATH using a pre and post assessment	Pre-K and K-2		Fall and Spring	Reports can be generated in Portfolio and communicated with parents. Results are used to calculate the TOR's growth score.

<p>TCAP Achievement Grades 3-5</p>	<p>Shows how students are progressing academically compared to their peers across Tennessee, and better information about a student's strengths, needs, and areas for growth</p>	<p>3-5</p>	<p>April 15th-April 30th- paper based</p>	<p>Reports will be sent home to parents. Teachers and schools will receive reports.</p>
<p>TCAP Achievement Grades 6-8</p>	<p>Shows how students are progressing academically compared to their peers across Tennessee, and better information about a student's strengths, needs, and areas for growth</p>	<p>6-8</p>	<p>April 15th-May 3rd-computer based</p>	<p>Reports will be sent home to parents. Teachers and schools will receive reports.</p>
<p>TCAP EOC</p>	<p>Shows how students are progressing academically compared to their peers across Tennessee, and better information about a student's strengths, needs, and areas for growth</p>	<p>Algebra I,II Geometry English I,II,III Biology Chemistry U.S. History</p>	<p>April 15th-May 3rd- paper based April 15th- May 3rd- Computer based** **Grades and subject areas to be determined by the TDOE</p>	<p>Reports will be sent home to parents. Teachers and schools will receive reports.</p>

<p>Gifted Screening</p>	<p>To identify intellectually gifted students who may be in need of an IEP</p>	<p>Grade 1-8</p>	<p>August 16-October 8 Tentative</p>	<p>Results will be communicated to the Special Programs office Parents will be notified for students who qualify for further screening</p>
<p>SAT</p>	<p>The SAT reflects what Tennessee students are learning in classrooms across the state and assess skills that are essential for college and career success.</p>	<p>Grade 11</p>	<p>Tentative dates: August 26th October 7th November 4th December 2nd March 9th May 4th June 1st</p>	<p>Results will be sent home to parents.</p>

Hickman County School District
Annual Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: Becky Malugin Title: At-Risk Coordinator

Address: 115 Murphree Avenue, Centerville, TN 37033

Telephone: (931)729-3391 Email: becky.malugin@hickmank12.org

Inquiries Maryland or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

00Sec504-A1 (Rev. 04/12-US)

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NOTICE OF NONDISCRIMINATION

It is the policy of the Hickman County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs, practices, or employment in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504: (2) Title VI of the Civil Rights Act of 1964: or (3) Title IX of the Educational Amendments of 1972.

DISCRIMINATION IS AGAINST THE LAW

TITLE VI	TITLE IX	SECTION 504	ADA/Title II
Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. 34 C.F.R. Part 100	Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 106	Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 104	Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. 28 C.F.R. Part 35

Title VI & IX Complaints

Mike Elkins
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 Ext. 2255
mike.elkins@hickmank12.org

Eric Cannon/Becky Malugin
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 eric.cannon@hickmank12.org
becky.malugin@hickmank12.org

Section 504 Complaints

Eric Cannon
115 Murphree Ave.
Centerville, TN 37033
931-729-3391
eric.cannon@hickmank12.org

ADA Complaints

Eric Cannon
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 Ext. 2234
eric.cannon@hickmank12.org

Hickman County Board of Education			
	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 04/04/22
		Rescinds: 3.400	Issued: 01/06/20

General

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

Each bus shall be equipped with the phone number for reporting safety complaints. This number shall appear on the rear bumper.²

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

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

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

TRANSPORTATION SUPERVISOR³

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

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

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

COMPLAINT PROCESS⁴

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

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.

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

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

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

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

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

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

RECORDKEEPING⁵

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

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records, and performance reviews;
3. Driver training records; and
4. Complaints received and any records related to the investigation and complaints.

SCHOOL BUS SAFETY RESTRAINT SYSTEMS

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

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

SEAT RESTRAINT NON-COMPLIANCE

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

SEAT RESTRAINT TRAINING

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

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

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

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

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

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

SEAT RESTRAINT MALFUNCTION

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

SCHOOL BUS IDLING POLICY

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

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

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

Guidance:

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

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

1. While stopped:
 - a. For an official traffic control device;
 - b. For an official traffic control signal;

- c. For traffic conditions over which the driver has no control, including, but not limited to, stopped in a line of traffic; or
 - d. At the direction of a law enforcement officer;
2. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;
3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;
4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to exceed 5 minutes (as per the recommendation of the manufacturer);
5. To operate:
 - a. A lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
 - b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional medical needs aboard whose IEP requires such;
6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers;
7. To recharge a battery or other energy storage unit of a hybrid electric bus.

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

1. TCA 49-6-2109; TRR/MS 0520-01-05
2. TCA 49-6-2116 (d)(3)
3. TCA 49-6-2116 (a)-(c)
4. TCA 49-6-2116(d)(1),(2)
5. TCA 49-6-2116 (d)(5)

Bus Safety and Conduct 6.308
Homeless Students 6.503



Office of Coordinated School Health

Dear Parent or Guardian,

Throughout the school year, the Hickman County School System, in conjunction with the state office of Coordinated School Health, will be performing the following health screenings:

Vision

Hearing

Blood Pressure

Height and Weight

All screenings will maintain strict adherence to the confidentiality of each child and adolescent screened. This is not a Well Child screening and there are no charges for these services. The screenings do not qualify as an examination but parents are encouraged to make sure your child has annual medical check-ups as well as bi-annual dental check-ups.

If we screen your child and find any alterations from a normal screening we will contact you concerning this manner but if you wish for your child to be excluded from any part of the Health screenings, please notify your child's school.

Thank you,

Kara Hobbs, RDN, LD

Tonya Daugherty, RN

931-729-7730

Amy Gossett, RN

Centerville School Nurse

931-729-2212

Marla Beard, RN

East School Nurse

931-670-3044

MEDICATION GUIDELINES

Medication will be administered at school only when the student's health requires that it be given during school hours. Medications should be given at home instead of at school when at all possible.

It is the parent/ guardian's responsibility to **BRING** a child's medication to school to the **front office** and to pick it up when no longer needed. A consent form must be filled out for each medication (prescription or over-the-counter) and signed by the parent. In some situations, the physician's signature may be required on the consent form for prescription medications. This will be left up to the discretion of the School Nurse. Medication will **not** be administered without this consent form properly completed. Consent forms are located in the front office and on the Hickman County School website: <http://hickmank12.org/coordinated-school-health>. (Medication refills do not require a new consent form each time they are brought unless there is a dosage or time change.)

Students should never be in possession of their medications (including over-the-counter meds of all kinds). This is for the safety of all students. Bringing medication on the bus is strictly forbidden. The definition of "medication" includes oral medicines, medicated eye drops, ear drops, cough drops, creams, ointments, and herbal or homeopathic remedies.

Prescription medications must be brought by the parent or guardian in the original bottle or box with the **pharmacy label** attached. The prescription should be no more than one year old, as indicated by the original prescription date on the label.

Over-the-counter medications must be brought by the parent or guardian in the original manufacturer's labeled-container on which the ingredients are listed. The student's name should be written somewhere on the container.

EXCEPTION TO THE ABOVE RULES:

Tennessee State Law states that if a student uses an asthma inhaler or Epipen, which are considered to be emergency medications, the student may carry these medications on them or in their personal belongings, but **ONLY IF** a doctor's statement allowing this for the current school year is received in the front office. This arrangement should be made and cleared with the front office before your child carries this medication at school. You may obtain a form in the front office or on the Hickman County School website: <http://hickmank12.org/coordinated-school-health> The doctor and parent/guardian must sign to allow your child to legally carry his/her Epipen or inhaler for the current school year.

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Guidance for Grievances

Statute and State Board of Education policy require districts to implement local-level grievance procedures to provide a means for evaluated teachers and principals to challenge the accuracy of the data used in the evaluation and adherence to the evaluation policies adopted by the State Board of Education. As final scores are being returned to educators, the following provide grounds for grievances:

1. Accuracy of the Data—Evaluation data must be linked correctly to the right teacher. This does not mean that educators can grieve a disagreement of a score or the formula used to determine the score.
2. Procedural Errors—Educators may grieve procedural errors that could materially affect or compromise the integrity of evaluation results. This includes not having met the minimum number of required observations for each domain or not having appropriate pre- and post- conferences.

Timing of Grievances

To comply with the State Board of Education evaluation policy, grievances may be filed at the end of each of the three components of the evaluation model:

- 1) The qualitative appraisal, or the final average observation score
- 2) The student growth measures
- 3) Other measures of student achievement

A grievance must be filed no later than 15 days from the date teachers and principals receive the results for each component, otherwise the grievance will be considered untimely and invalid. Grievances may be filed at any point in time prior to the 15 days windows.

Districts must clearly communicate the decision in writing within 15 days of receipt of the complaint.

Teachers should contact their immediate supervisor in writing with the nature of their grievance. The supervisor will notify the appropriate central office supervisor of the grievance that has been filed.

HICKMAN COUNTY SCHOOLS STUDENT HANDBOOK

FAMILY LIFE PLANNING CURRICULUM

Tennessee requires schools residing in school districts with pregnancy rates above 19.5 per 1,000 females ages 15-17 to implement family life education. Because Hickman County exceeds this threshold, an age-appropriate family life planning course that emphasizes abstinence until marriage and includes instructions for the prevention of HIV/AIDS and sexually transmitted diseases will be implemented. Parents and legal guardians have a right to examine the grade level instructional materials and confer with school leaders regarding any or all portions of family life. A parent or guardian who wishes to excuse a student from any, or all, portions of family life shall submit a request, in writing, to the student's principal. A student who is excused from any or all portions of family life shall not be penalized for grading purposes if the student satisfactorily performs alternative health lessons.

T.C.A. 49-6-1302

Meningococcal ACWY Vaccine: What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Meningococcal ACWY vaccine can help protect against **meningococcal disease** caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available that can help protect against serogroup B.

Meningococcal disease can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*, the bacteria that cause meningococcal disease
- People at risk because of an outbreak in their community

2 Meningococcal ACWY vaccine

Adolescents need 2 doses of a meningococcal ACWY vaccine:

- First dose: 11 or 12 year of age
- Second (booster) dose: 16 years of age

In addition to routine vaccination for adolescents, meningococcal ACWY vaccine is also recommended for **certain groups of people**:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- People with HIV
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease
- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a type of drug called a complement inhibitor, such as eculizumab (also called Soliris®) or ravulizumab (also called Ultomiris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in residence halls
- U.S. military recruits

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of meningococcal ACWY vaccine**, or has any **severe, life-threatening allergies**.

In some cases, your health care provider may decide to postpone meningococcal ACWY vaccination to a future visit.

Not much is known about the risks of this vaccine for a pregnant woman or breastfeeding mother. However, pregnancy or breastfeeding are not reasons to avoid meningococcal ACWY vaccination. A pregnant or breastfeeding woman should be vaccinated if otherwise indicated.



People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal ACWY vaccine.

Your health care provider can give you more information.

4 Risks of a vaccine reaction

- Redness or soreness where the shot is given can happen after meningococcal ACWY vaccine.
- A small percentage of people who receive meningococcal ACWY vaccine experience muscle or joint pains.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at www.vaers.hhs.gov or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Visit the VICP website at www.hrsa.gov/vaccinecompensation or call **1-800-338-2382** to learn about the program and about filing a claim. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call **1-800-232-4636 (1-800-CDC-INFO)** or
 - Visit CDC's www.cdc.gov/vaccines



Meningococcal B Vaccine:

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Meningococcal B vaccine can help protect against **meningococcal disease** caused by serogroup B. A different meningococcal vaccine is available that can help protect against serogroups A, C, W, and Y.

Meningococcal disease can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*, the bacteria that cause meningococcal disease
- People at risk because of an outbreak in their community

2 Meningococcal B vaccine

For best protection, more than 1 dose of a meningococcal B vaccine is needed. There are two meningococcal B vaccines available. The same vaccine must be used for all doses.

Meningococcal B vaccines are recommended for people 10 years or older who are at increased risk for serogroup B meningococcal disease, including:

- People at risk because of a serogroup B meningococcal disease outbreak
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease

- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a type of drug called a complement inhibitor, such as eculizumab (also called Soliris®) or ravulizumab (also called Ultomiris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*

These vaccines may also be given to anyone 16 through 23 years old to provide short-term protection against most strains of serogroup B meningococcal disease; 16 through 18 years are the preferred ages for vaccination.

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of meningococcal B vaccine**, or has any **severe, life-threatening allergies**.
- Is **pregnant or breastfeeding**.

In some cases, your health care provider may decide to postpone meningococcal B vaccination to a future visit.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal B vaccine.

Your health care provider can give you more information.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

4 Risks of a vaccine reaction

- Soreness, redness, or swelling where the shot is given, tiredness, fatigue, headache, muscle or joint pain, fever, chills, nausea, or diarrhea can happen after meningococcal B vaccine. Some of these reactions occur in more than half of the people who receive the vaccine.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

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Required policies for handbook. Please click on the link and select the following under School Board Information then Board Policy Manual to have the most current policy.

www.hickmank12.org

4.600

4.603

1.803

6.304

6.3041

Hickman County Board of Education

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

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

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

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

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

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

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

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

24 The following high school courses will have weighted grades:

25 Honors English (Grades 9-12)
26 Honors Biology I
27 Honors Physical Science
28 Honors Chemistry
29 Honors Physics
30 Anatomy
31 Biology II

Trigonometry
Honors Algebra II
Honors Geometry
Dual Enrollment College Courses
Honors American History
Honors Algebra I
Calculus

1 Pre-Calculus

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

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

11 **Student Absent for State Mandated Exams:**

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

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

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

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

26 **Conduct shall be marked as follows:**

27 E.....Excellent
28 S.....Satisfactory
29 U.....Unsatisfactory

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

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

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

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

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

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

17 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³**

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

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

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

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

31 **LOTTERY SCHOLARSHIP DAY**

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

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

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

Hickman County Board of Education

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

1 **PROMOTION**¹

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

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

- 13 1. The student's ability to perform at the current grade level;
- 14
- 15 2. The results of local assessments, if applicable;
- 16
- 17 3. State assessments, as applicable;
- 18
- 19 4. Home Literacy Reports;³
- 20
- 21 5. The overall academic achievement of the student;
- 22
- 23 6. The student's chance for success with more difficult material if promoted to the next grade;
- 24
- 25 7. Attendance; and
- 26
- 27 8. Social and emotional maturity.

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

- 30 1. Date of enrollment;
- 31
- 32 2. Additional information acquired after results of local assessment, screening, or monitoring are
33 released; or
- 34

- 1 3. Decisions made by a student's IEP team or extenuating medical or psychological information
2 on a case by case basis.

3 **PROMOTION PLANS⁵**

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

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

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

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

27 **RETENTION⁶**

28 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP
29 team, such retention is in the best interest of the student or when retention is required per additional
30 requirements for students in third and fourth grade. However, a student shall not be retained more than
31 once in any grade.

32 *Decision of Retention⁸*

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

- 37 1. Adjustment to the current instructional strategies or materials;
- 38
- 39 2. Additional instructional time;

- 1
- 2 3. Individual tutoring outside of school hours;
- 3
- 4 4. Modification to the student's classroom assignment to ensure the student receives
- 5 instruction from a highly effective teacher; or
- 6
- 7 5. Attendance or truancy interventions.

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

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

13 *Decision of Retention – Third Grade⁹*

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

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

18 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
19 portion of the student's most recent TCAP test may be promoted if:

- 20 a. The student is an English language learner and has received less than two (2) full years
21 of ELA instruction;
- 22 b. The student was previously retained in grades K-3;
- 23 c. The student is retested before the next school year and scores proficient in ELA;
- 24 d. The student attends a learning loss bridge camp before the next school year, maintains a
25 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
26 test at the end of the camp; or
- 27 e. The student receives tutoring for the entirety of the next school year in accordance with
28 state law.

29 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
30 the student's most recent TCAP test may be promoted if:

- 31 a. The student is an English language learner and has received less than two (2) full years
32 of ELA instruction;
- 33 b. The student was previously retained in grades K-3;
- 34 c. The student is retested before the next school year and scores proficient in ELA; or

- 1 d. The student attends a learning loss bridge camp before the next school year, maintains a
2 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
3 school year in accordance with state law.

4 *Decision of Retention – Fourth Grade⁹*

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

- 7 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
8 next school year in accordance with state law or because of attending a learning loss bridge
9 camp must maintain a ninety percent (90%) attendance rate; and

10

- 11 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
12 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
13 student may be promoted to fifth grade.

14 A student shall not be retained more than once in fourth grade.

15 *Decision of Retention – Students with Disabilities¹⁰*

16 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
17 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
18 TCAP was due to the student's disability. The school district shall not retain a student with a disability
19 or a suspected disability that impacts their ability to read.

20 **APPEALS^{7,11}**

21 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
22 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
23 made to the assistant principal or principal of the school within (5) business days. The student and
24 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall
25 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing
26 within (5) business days to determine if the student will be promoted and issue such decision within (5)
27 business days. Upon notification of the committee decision, the principal shall send written notification
28 to the Director of Schools/designee and the parent(s)/guardian(s).

29 For students where retention is required per the additional requirements for students in third and fourth
30 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
31 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: <h2 style="text-align: center;">Tobacco-Free Schools</h2>	Descriptor Code: <h3 style="text-align: center;">1.803</h3>	Issued Date: <h3 style="text-align: center;">12/07/21</h3>
		Rescinds: <h3 style="text-align: center;">1.803</h3>	Issued: <h3 style="text-align: center;">08/05/19</h3>

1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
 2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
 3 leased, or operated by the district.¹ Smoking and vaping shall be prohibited in any public seating areas
 4 including, but not limited to, bleachers used for sporting events or public restrooms.²

5 Employees and students in the school district will not be permitted to use these products while they are
 6 participants in any class or activity in which they represent the school district.

7 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
 8 visiting the school that the use of these products is forbidden. The following notice shall be prominently
 9 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
 10 *prohibited by law in seating areas and in restrooms.*³

Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

Cross References

Community Use of School Facilities 3.206
 Code of Conduct 6.300

Hickman County Board of Education

Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 04/03/23
	Rescinds: 6.304	Issued: 02/01/21

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

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

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

14 **DEFINITIONS⁴**

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

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

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

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

28 *Hazing* - An intentional or reckless act by a student or group of students that is directed against any other
29 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or
30 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
31 of the school district shall not encourage, permit, condone or tolerate hazing activities.

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

4 **COMPLAINTS AND INVESTIGATIONS**

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

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

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

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

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

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

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

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

1 **RESPONSE AND PREVENTION**¹⁰

2 School administrators shall consider the nature and circumstances of the incident, the age of the
3 violation, the degree of harm, previous incidences or patterns of behavior, or any other factors, as
4 appropriate to properly respond to each situation.

5 A substantiated charge against an employee shall result in disciplinary action up to and including
6 termination. A substantiated charge against a student may result in corrective or disciplinary action up
7 to and including suspension.

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

11 **REPORTS**

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

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

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

23 **RETALIATION AND FALSE ACCUSATIONS**

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

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

Legal References

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

Cross References

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

Hickman County Board of Education

Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 04/03/23
	Rescinds: 6.3041	Issued: 02/01/21

1 *General*

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

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

12 **TITLE IX COORDINATOR⁵**

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

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

17 Director of Accountability

18 115 Murphree Ave.

19 931-729-3391 Ext. 2226

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

21 **DEFINITIONS⁴**

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

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

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

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

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

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

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

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

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

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

38 GRIEVANCE PROCESS

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

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

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

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

21 **Complaints**

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

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

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

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

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

3 **Investigations**¹⁶

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

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

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

16 All investigations shall:

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

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

6 **Determination of Responsibility**¹⁹

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

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

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

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

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

21 **APPEALS**²²

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

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

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
 - 29 2. Notify the parties in writing.
- 30

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

1 RETALIATION²³

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

 Legal References

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

 Cross References

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